

Slide 1 - Welcome

Filing a Brief	Animation
	

Slide notes

Welcome to the lesson on Filing a Brief.

Slide 2 - Navigation

The screenshot shows a blue-themed interface for an Electronic Learning Module. A red letter 'i' in the top right corner is highlighted with a callout box containing the following text:

Electronic Learning Module Version 1.0
Captivate Version 3.0
CM/ECF Version 2
Production Information:
Produced by: AO-OIT-SDSD-Training Branch
Contact Information:
<http://www.ca4.uscourts.gov/>
December 5, 2007

Instructions on the slide include:

- In order to closely simulate the CM/ECF you to follow that mimic the actual software.
- You may also use the playback controls you may rewind to the beginning of the lesson back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.
- There is a menu on each page in the upper left corner. If you move your mouse over the word **MENU**, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.
- These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.
- Roll your mouse over the red letter i near the upper right corner for lesson module version information.
- To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit the Lesson** from the menu.
- Click the **Start** button when you're ready.

A red speech bubble with the text "Click here." points to a blue button labeled "START" at the bottom center of the slide.

Slide notes

This screen tells you how to navigate through this lesson and describes some of the other features of the screens. When you're ready to begin, click the Start button.

Slide 3 - Objectives

The slide has a blue gradient background with a faint watermark of a scale of justice and the text 'AO 1001 COURTS E-TRAINING'. The title 'Objectives' is in bold blue text. Below it, a line of text says 'When you complete this lesson module, you will be able to:'. A list of ten objectives follows, each preceded by a blue diamond bullet point. A 'Click Box' annotation with coordinates '(304 x 501)' and '(X:0; Y:0)' is positioned to the left of the list. Below the list, the text 'Click the Continue button.' is displayed. At the bottom center is a blue 'CONTINUE' button. A red speech bubble with the text 'Click here.' points to the button.

Objectives

When you complete this lesson module, you will be able to:

- ♦ Enter a Case Number
- ♦ Select a Docket Event Category
- ♦ Select a Docket Event
- ♦ Enter Additional Information
- ♦ Locate and Submit a PDF File
- ♦ Submit a Docket Transaction
- ♦ View and Save a Notice of Docket Activity
- ♦ Run a docket report
- ♦ View a filed document
- ♦ Logout of CM/ECF

Click the **Continue** button.

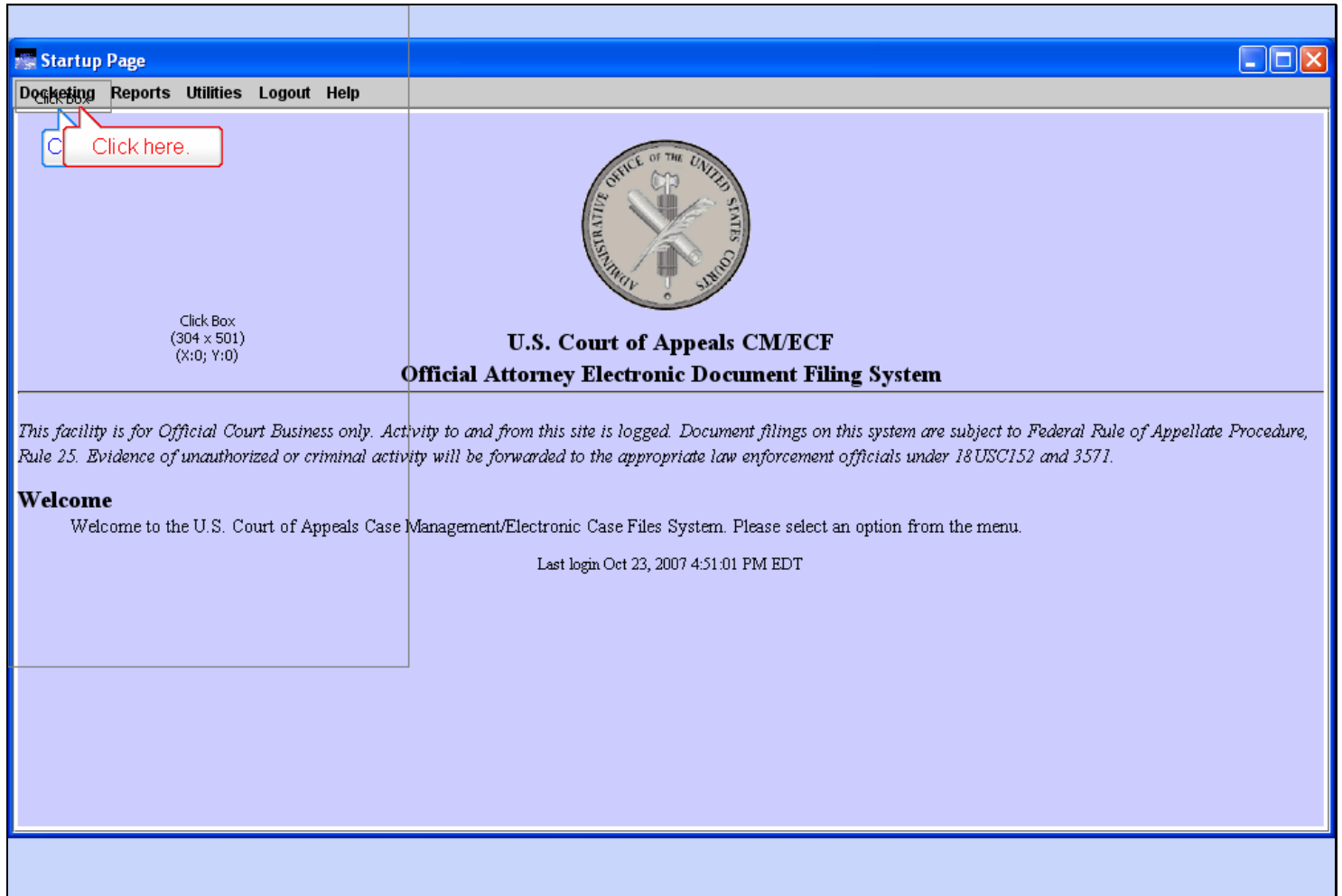
Click here.

CONTINUE

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete the module. Click Continue.

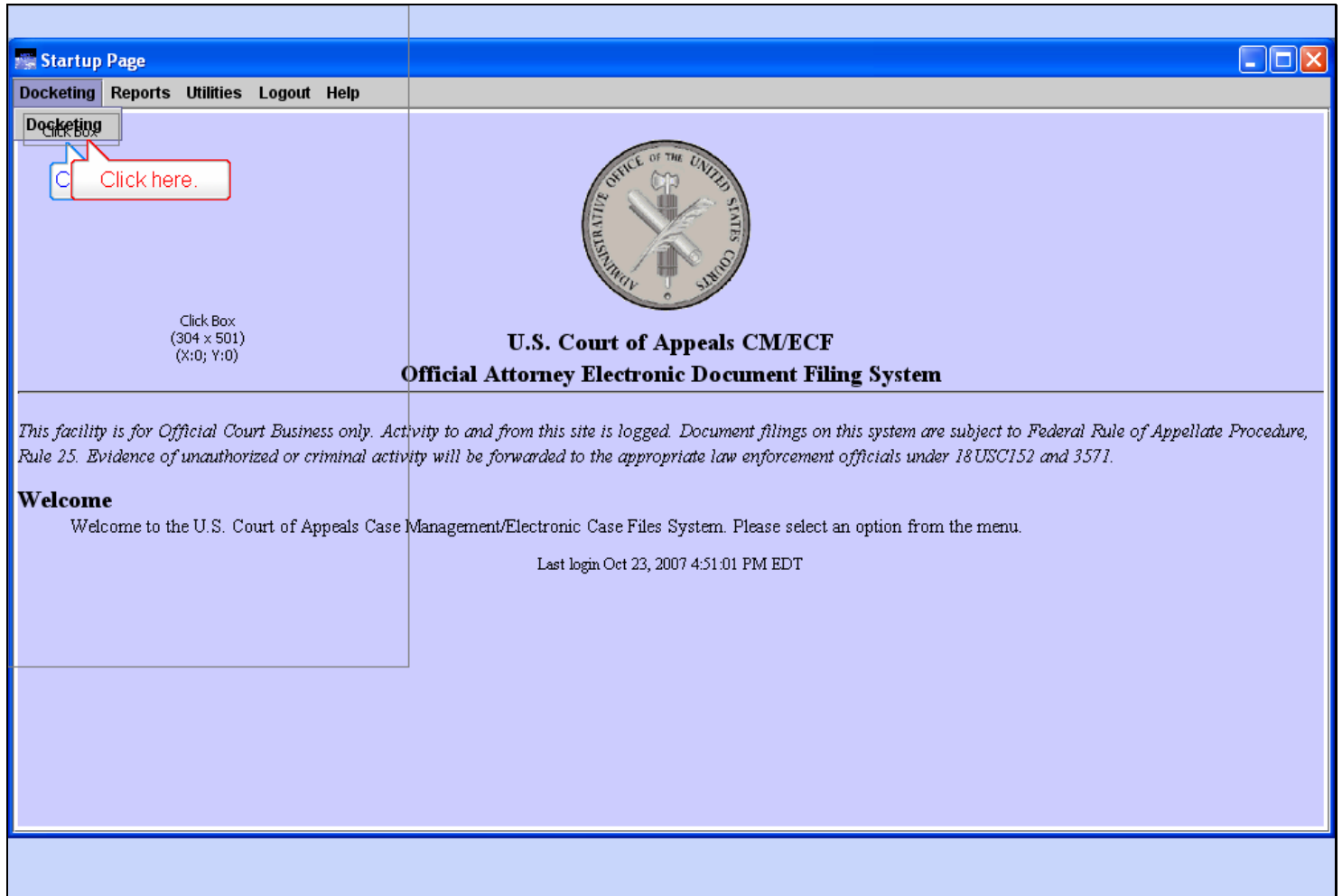
Slide 4 - Startup Page



Slide notes

To begin filing your opening brief, click Docketing in the CM/ECF menu.

Slide 5 - Slide 5



Slide notes

Now click Docketing again.

Slide 6 - Slide 6



Slide notes

(Note: This is a transitional slide.)

Slide 7 - Event Selection

Docketing Please Select

Docketing Reports Utilities Logout Help

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select an event:

- ☒ Forms, Notices & Other Filings
 - ☐ Motions, Responses & Replies
 - ☐ Briefing Documents
 - ☐ Argument Notices & Acknowledgments
 - ☐ Judgments
 - ☐ Rehearing Petitions & Answers
 - ☐ Bills of Cost & Objections
 - ☐ Other, Sealed & Paper Filings
- ☒ Please Select
 - ☐ Appearance of counsel filed (Local Rule 46(c))
 - ☐ Appearance of qualified law student filed [Local Rule 46(a)]
 - ☐ Appendix designations served
 - ☐ Certificate of compliance with type-volume limitations filed
 - ☐ Certificate of confidentiality filed
 - ☐ Certificate of service filed
 - ☐ Certificate of service of Anders brief filed
 - ☐ Change of address notice filed

Next select an event:

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

CMI/ECF Appellate

Enter case number 07-1404, then press the TAB key.

Try your case number again, then press the TAB key.

Slide notes

In the Case field, enter case number 07-1404, then press the TAB key.

Slide 8 - Slide 8

Docketing Please Select

Docketing Reports Utilities Logout Help

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

Slide notes

(Note: This is a transitional slide.)

Slide 9 - Slide 9

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Date: 10/24/2007

First select category of event:

- Forms, Notices & Filing Fees
- Motions, Responses & Replies
- ☒ Briefing Documents
- Consent Motions & Acknowledgments
- Rehearing Petitions & Answers
- Bills of Cost & Objections
- Other, Sealed & Paper Filings

Click here.

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

The next step is to select the appropriate category of event in the left pane. For our opening brief, click the radio button for Briefing Documents.

Slide 10 - Slide 10

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: [Case Name] (e.g., 05-2475)

Filed Date: 1

Click Box (304 x 501) (X:0; Y:0)

Next select an event:

Please Select

☐ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

☐ SEaled BRIEF FILED (all formal, sealed briefs/electronic & paper form)

☐ 30c page-proof opening brief filed (no paper copies required)

☐ 30c page-proof opening/response brief filed (no paper copies required)

☐ 30c page-proof response brief filed (no paper copies required)

☐ 30c page-proof response/reply brief filed (no paper copies required)

☐ Addendum/attachment filed in electronic and paper format

☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

● 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

Now the right pane shows all events within the Briefing Documents category. Note you may have to scroll down to locate the specific event you need. In our case, click the radio button for BRIEF FILED (all formal, non-sealed briefs/electronic & paper form).

Slide 11 - Slide 11

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☐ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Click the **down arrow** to scroll

Click here.

Slide notes

To continue filing your brief, click the down arrow in the scroll bar to scroll down.

Slide 12 - Slide 12

Slide notes

Since our target case is selected, and we have the correct event selected, click the Docket Event button.

Slide 13 - Slide 13

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

CMI/ECF Appellate

First select category of event:

- ☐ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☒ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☐ Please Select
- ☒ BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)
- ☐ SEALED BRIEF FILED (all formal, sealed briefs/electronic & paper form)
- ☐ 30c page-proof opening brief filed (no paper copies required)
- ☐ 30c page-proof opening/response brief filed (no paper copies required)
- ☐ 30c page-proof response brief filed (no paper copies required)
- ☐ 30c page-proof response/reply brief filed (no paper copies required)
- ☐ Addendum/attachment filed in electronic and paper format
- ☐ Administrative record filed in electronic and paper format

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection:

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Total: 0 Selected: 0

All Reset

Docket Event

Slide notes

(Note: This is a transitional slide.)


Slide 14 - Enter Additional Information

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)


Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate
 Redacted 


Additional Information

Type of Brief
 Please Select 

Additional Information

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):
 'Please Select' 

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Click the **down arrow** in the drop-down list.

Click here.

Click Box (304 x 501) (X:0; Y:0)

Slide notes

Now we need to enter some additional information about our opening brief. First, you may select a modifier from a drop-down list if appropriate. Click the down arrow in the modifier list to see its options.

Slide 15 - Slide 15

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Redacted

Amended

Corrected

Supplemental

Redacted

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):

'Please Select'

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

(Note: This is a transitional slide.)

Slide 16 - Slide 16

CMI/ECF Appellate

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Redacted

Click Box (304 x 501) (X:0; Y:0)

Click the blank option at the top of the list.

Click here.

Amended

Corrected

Supplement

Redacted

Additional Information

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):

'Please Select'

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

Since none of these modifiers are appropriate for our opening brief, click the blank space above Amended.

Slide 17 - Slide 17

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Redacted

Amended

Corrected

Supplemental

Redacted

Date copies mailed dispatched or delivered:

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):

'Please Select'

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

(Note: This is a transitional slide.)

Slide 18 - Slide 18

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Additional Information

Type of Brief: **Click the down arrow for the Type of Brief drop-down list.**

Additional Information

Date copies mailed dispatched or

Additional Information

Method of filing paper copies (8 copies -- 6 if court-appointed):

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Click Box (304 x 501) (X:0; Y:0)

Click here.

Slide notes

There's a second drop-down list for the type of brief we are filing. Click the down arrow in that list.

Slide 19 - Slide 19

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information

Add modifier if appropriate

Additional Information

Type of Brief: Please Select**

Opening Click Box

Response

Opening/Response

Reply

Corrected

Supplemental Opening

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

From the list, click Opening.

Slide 20 - Slide 20

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or delivered:

Additional Information
Number of copies (8 copies -- 6 if court-appointed):
Case Select'

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

We also must indicate when copies were dispatched. In the date field, enter 10/23/2007, then press the TAB key.

Slide 21 - Slide 21

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Additional Information
Method of filing paper copies (8 copies -- 6 if court-appointed):
Please Select

Party Filer
Please select the filer(s) below. In consolidated cases, click the down arrow in the first cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

Click the down arrow on the method of filing paper copies drop-down list.

Slide 22 - Slide 22

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Additional Information
copies (8 copies -- 6 if court-appointed):
Please Select'

Additional Information
Please select the filer(s) below. In your selection to all of the consolidated cases, use the All Cases button to apply

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Click Box (304 x 501) (X:0; Y:0)

Click mail in the list.

Click here.

Slide notes

Select mail from this list.

Slide 23 - Slide 23

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Additional Information
Method of filing paper copies (8 copies -- 6 if court-appointed):
mail

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click the check box for Carolyn Henderson.

Click here.

Display All Parties All Cases Select All Clear All

PDF Document

Slide notes

Click the check box for Carolyn Henderson.

Slide 24 - Slide 24

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Additional Information
Add modifier if appropriate

Additional Information
Type of Brief:
Opening

Additional Information
Date copies mailed dispatched or delivered:
10/23/2007

Additional Information
Method of filing paper copies (8 copies -- 6 if court-appointed):
mail

Party Filer
Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Click Box (304 x 501) (X:0; Y:0)

Click the down arrow to scroll
Click here.

Slide notes

To see the rest of the screen segment, click the down arrow in the scroll bar.

Slide 25 - Browse for PDF

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click Box (304 x 501) (X:0; Y:0)

Display All Parties All Cases Select All Clear All

PDF Document

Document: **Browse...**

Add Another

Click the **Browse** button.

Click here.

NOTE

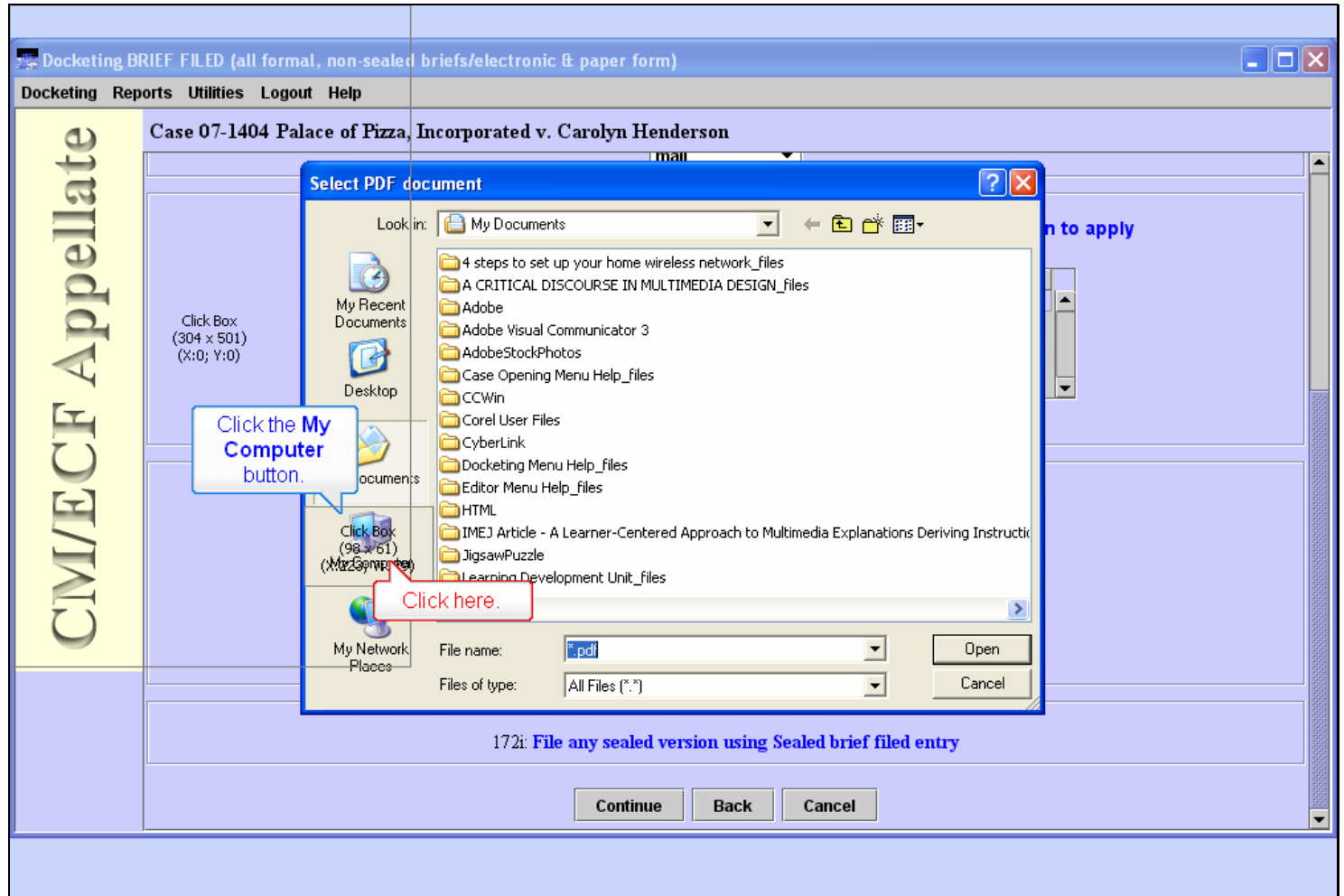
172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

Now we're ready to select the PDF version of our opening brief. Click the Browse button to locate that document.

Slide 26 - Slide 26

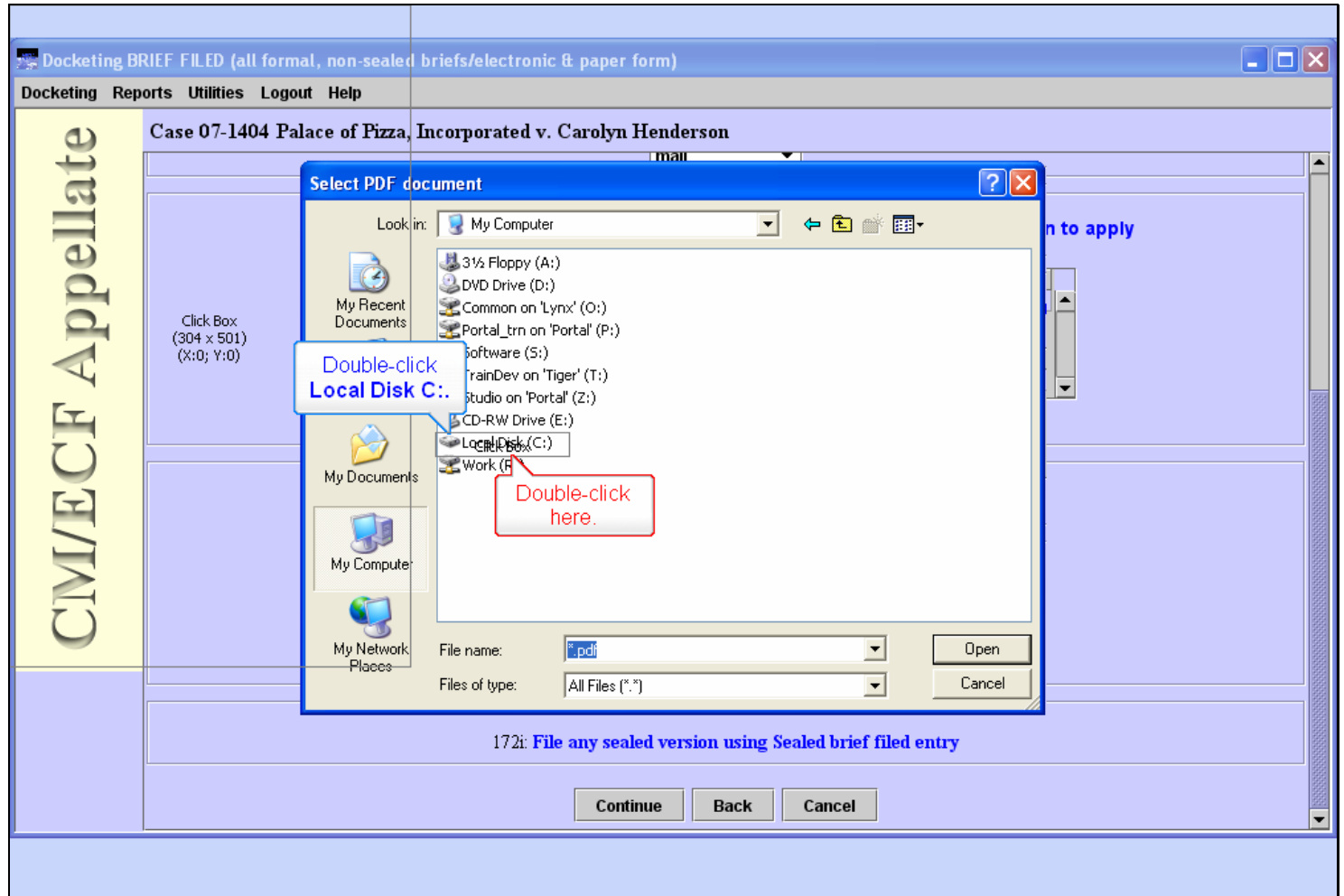


Slide notes

Your browser shows a dialog box designed to let you browse the disk drives and folders on your PC to locate your brief. See the lesson module on Windows Navigation for help in locating files on your computer.

To find the brief, first click the My Computer button.

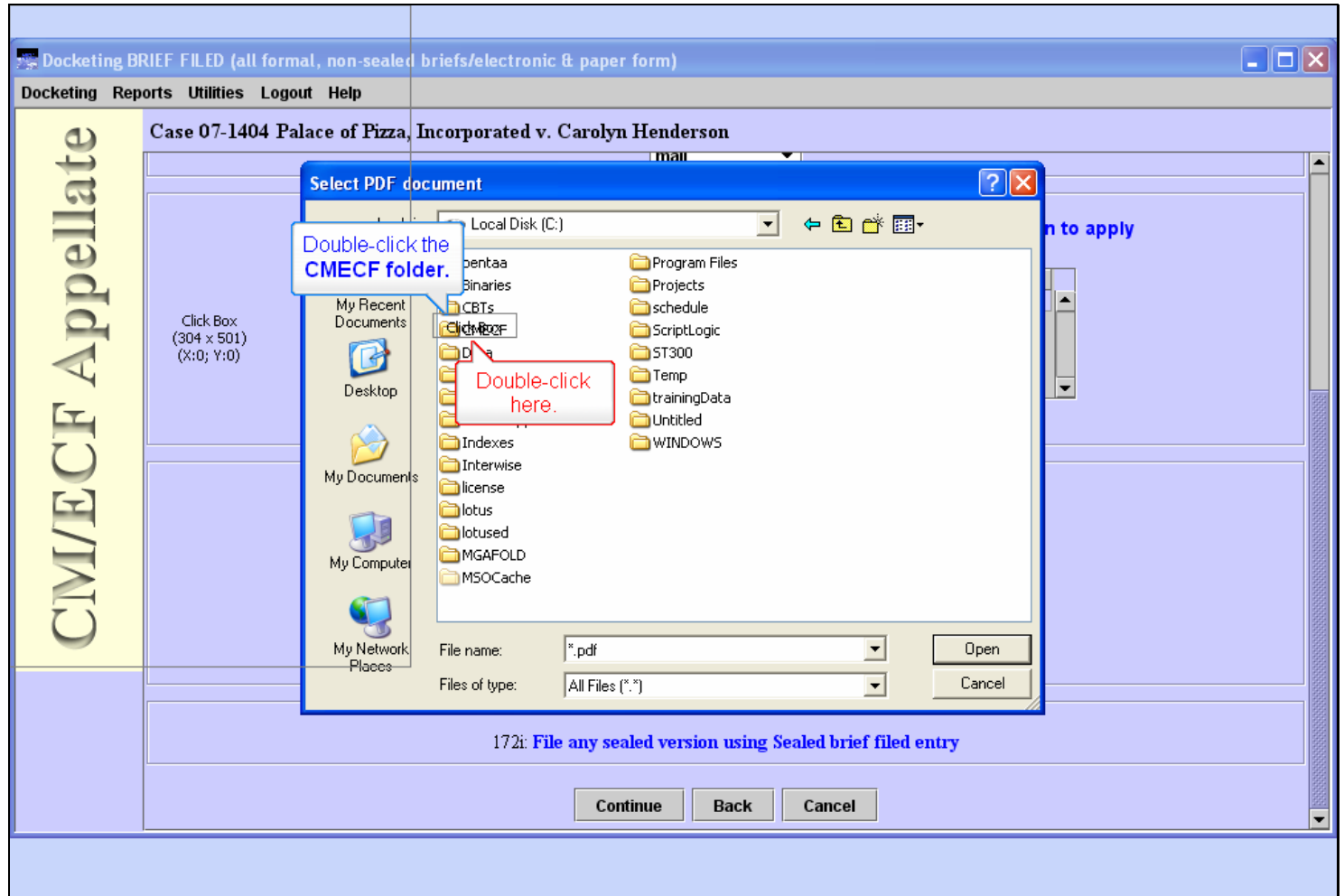
Slide 27 - Slide 27



Slide notes

This example shows all the disk drives accessible to my computer. Double-click Local Disk C: to open its folders.

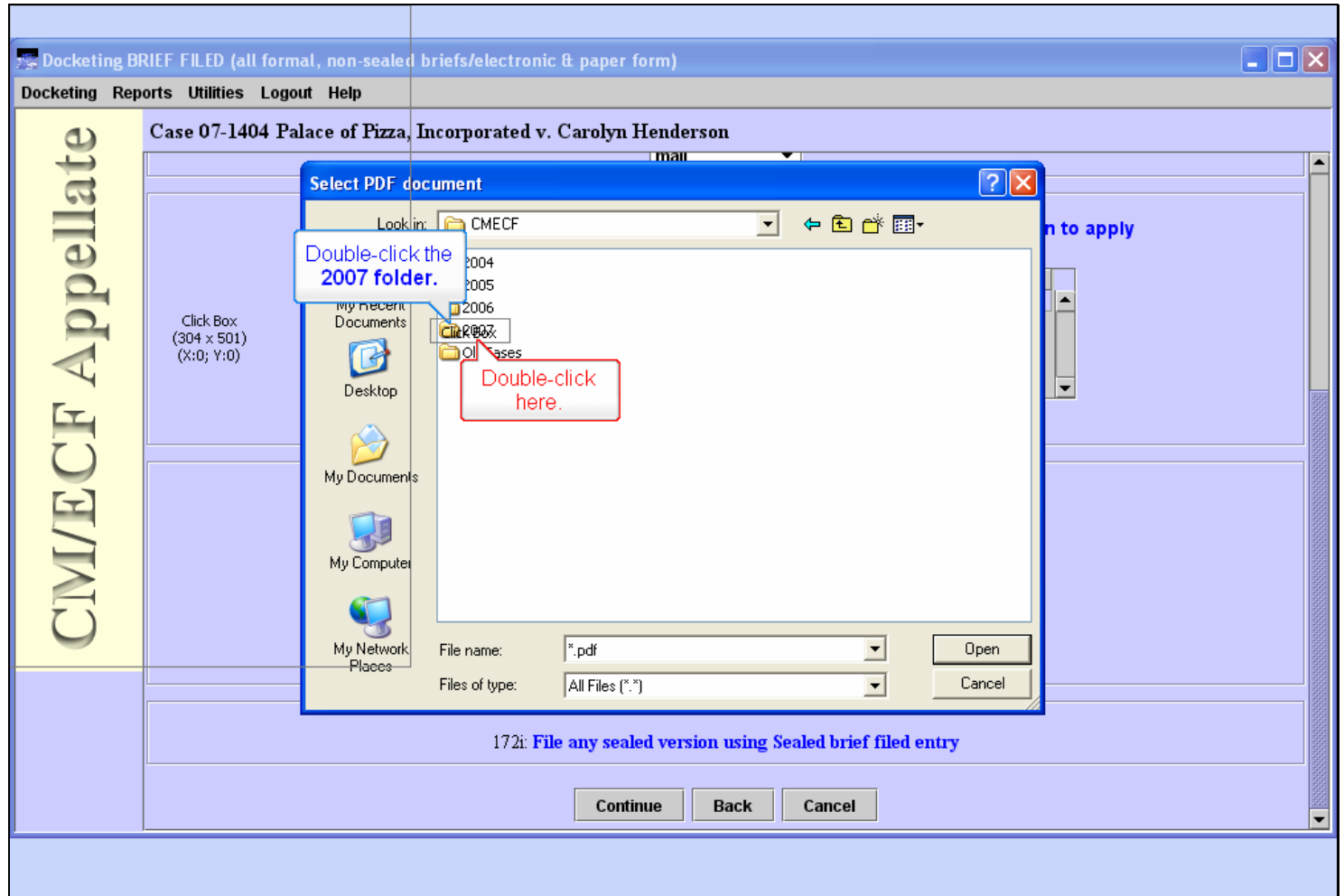
Slide 28 - Slide 28



Slide notes

It's a good idea to keep all your CM/ECF related PDF files in a place you can easily locate them. In our example we have placed them in a folder named CMECF. Double-click that folder to open it.

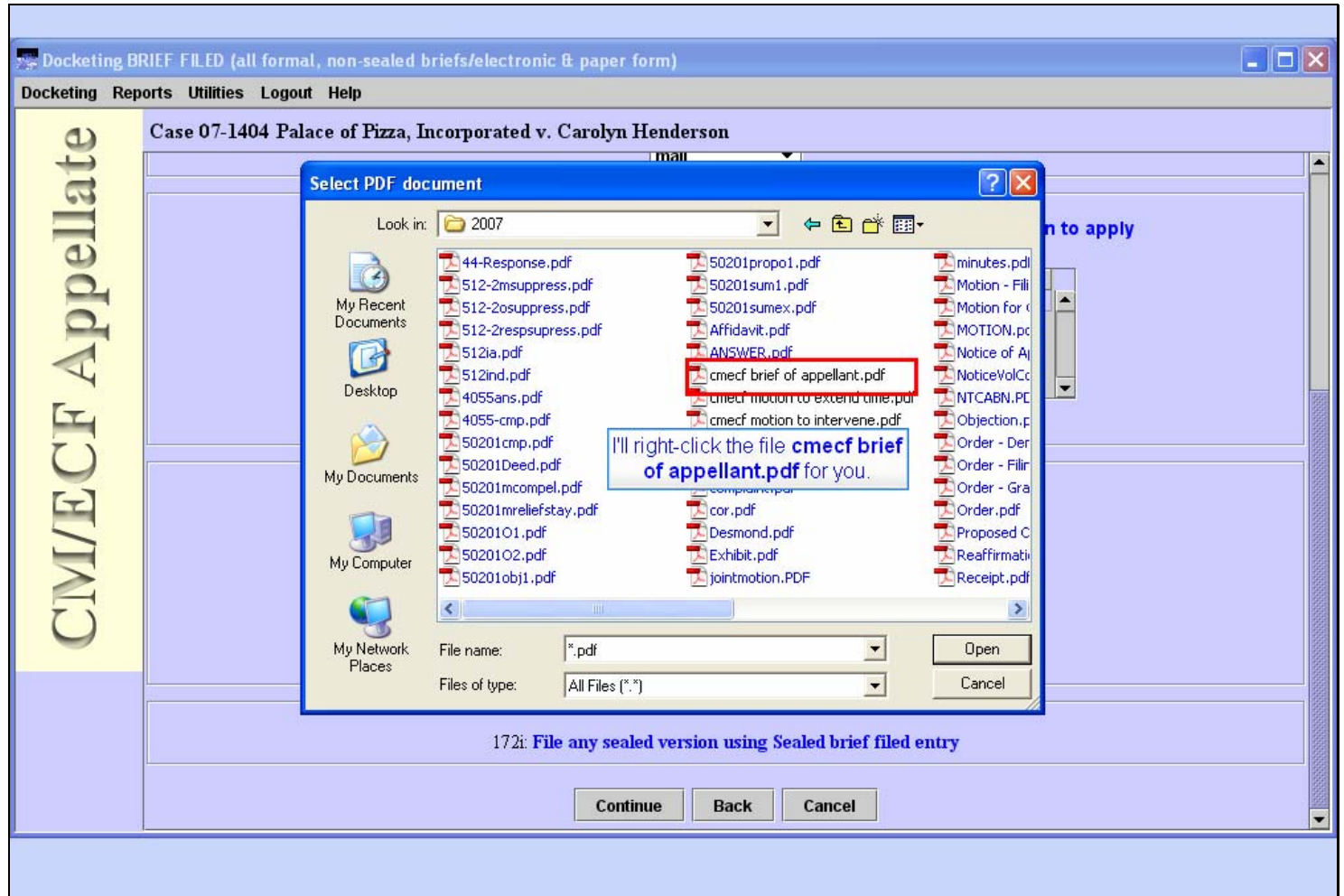
Slide 29 - Slide 29



Slide notes

Now double-click the 2007 folder to open it.

Slide 30 - Slide 30

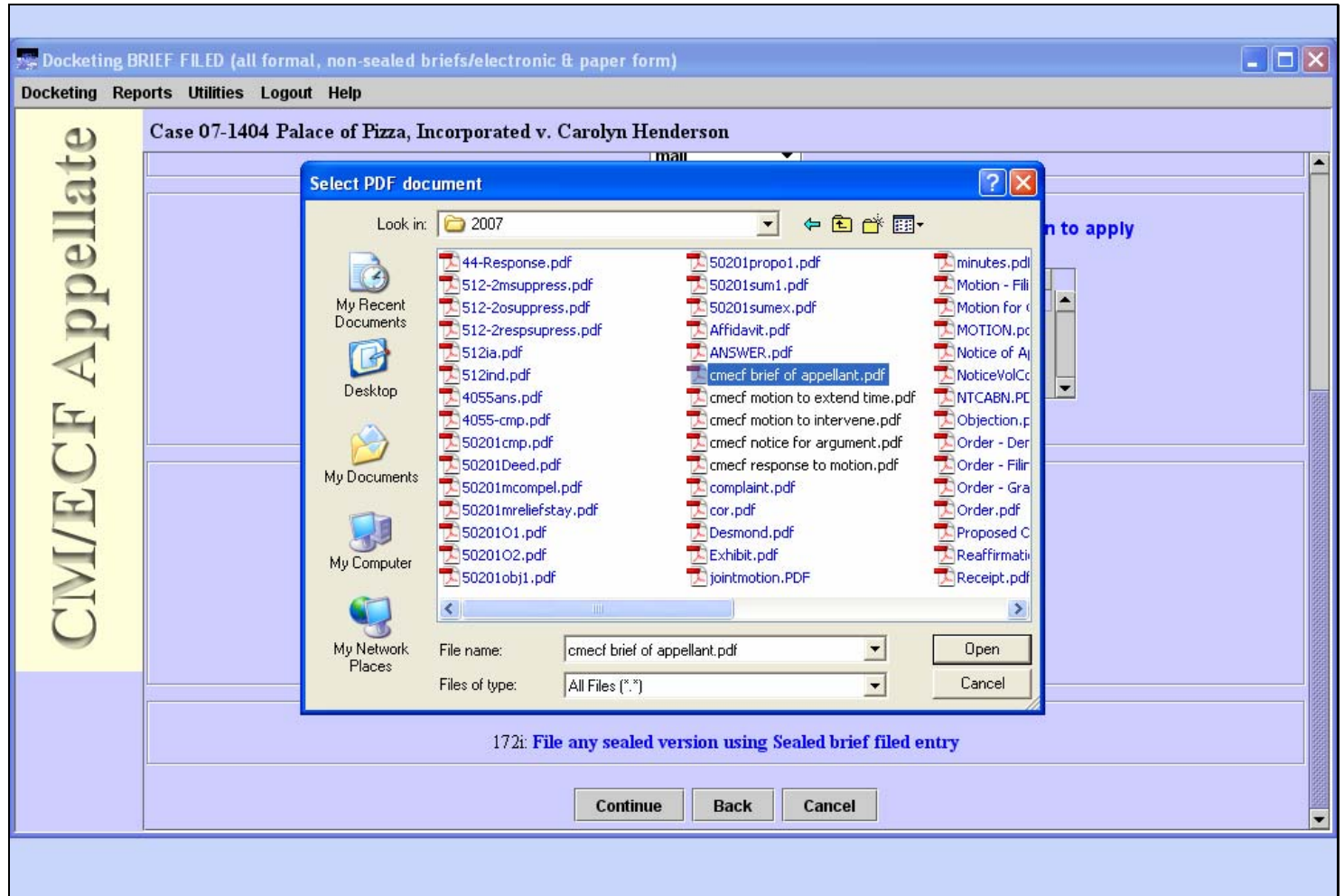


Slide notes

And here are our CM/ECF-related PDF files for 2007. The opening brief is shown in this list and is named cmech brief of appellant.pdf. But it's a good practice to look at the file's contents before you submit it to the court just to double-check that it's the right file.

To open the file and look at it, you would right-click the file name. Your browser will then pop up a menu with an option to view the file's contents. Watch your screen and I'll right-click the file for you.

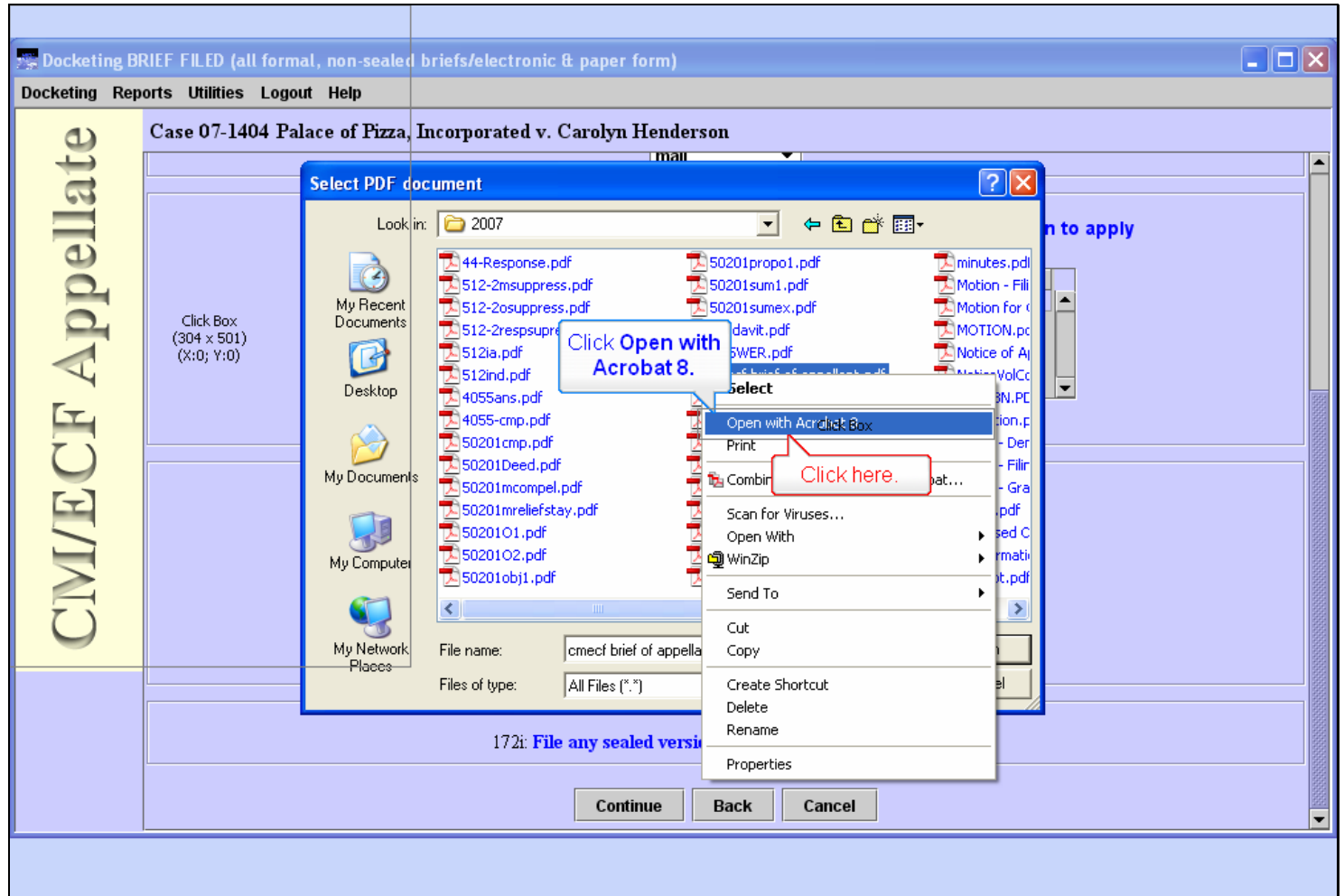
Slide 31 - Slide 31



Slide notes

(Note: This is a transitional slide.)

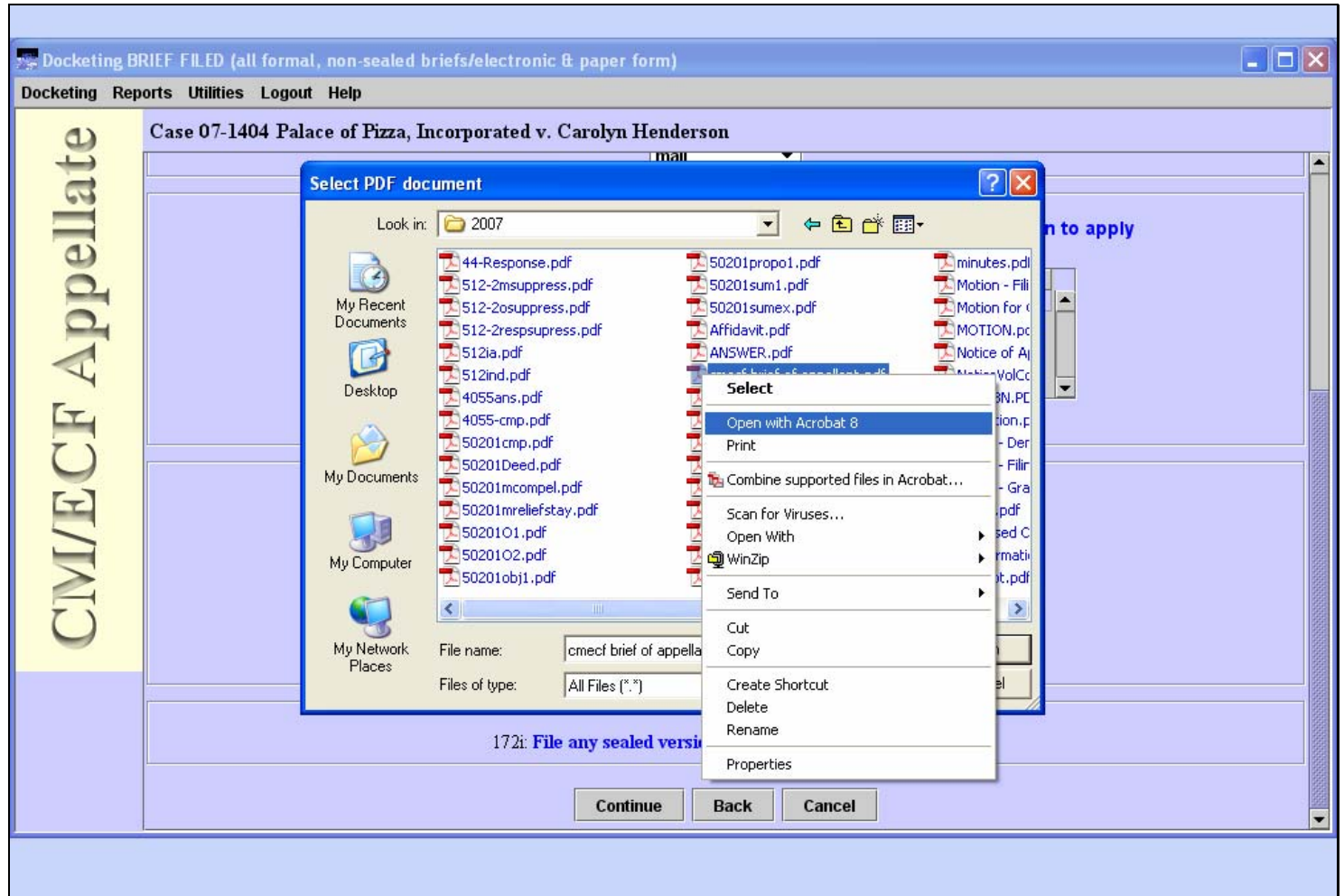
Slide 32 - Slide 32



Slide notes

Notice the pop-up menu has an option to Open with Acrobat 8. Click that option.

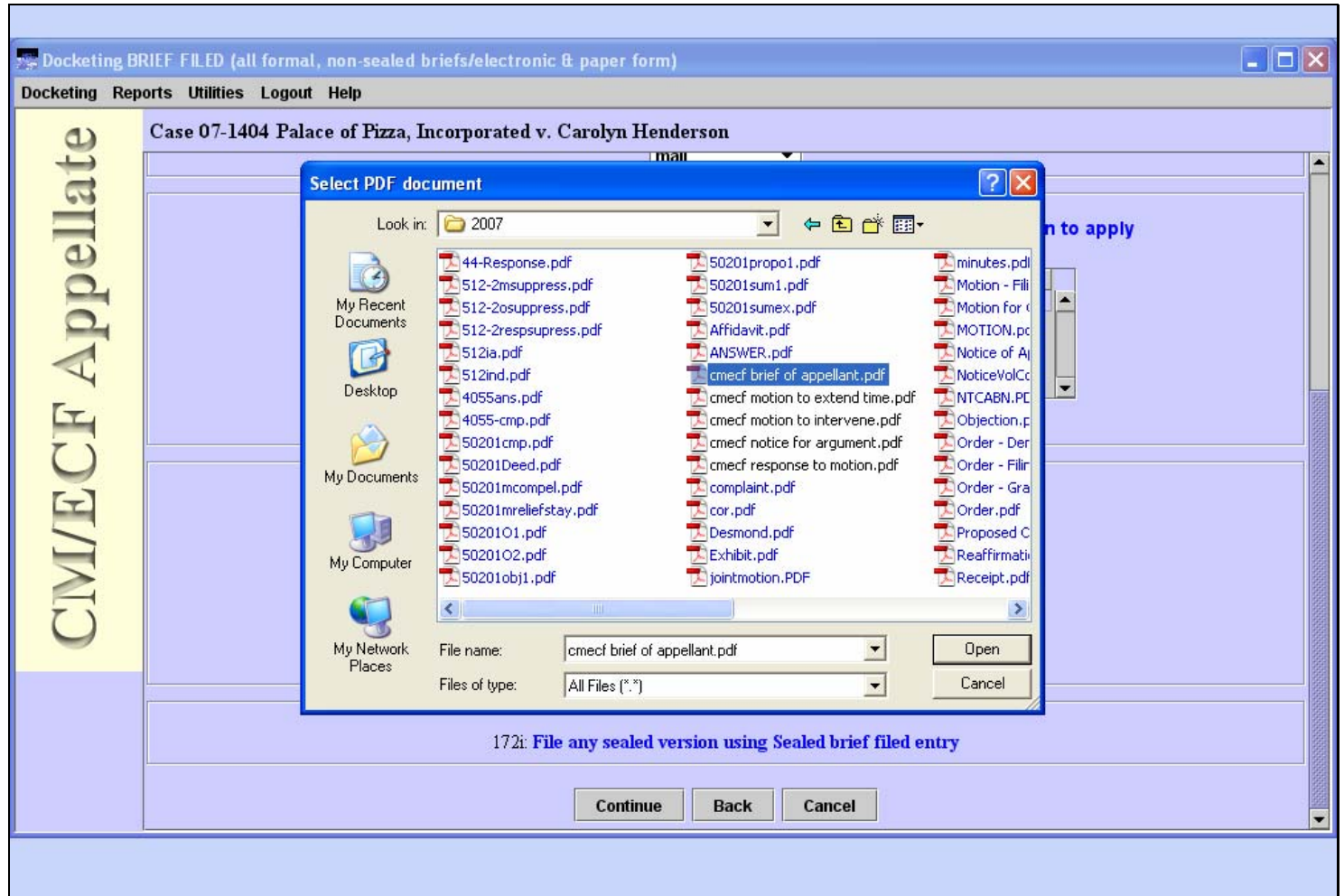
Slide 33 - Slide 33



Slide notes

(Note: This is a transitional slide.)

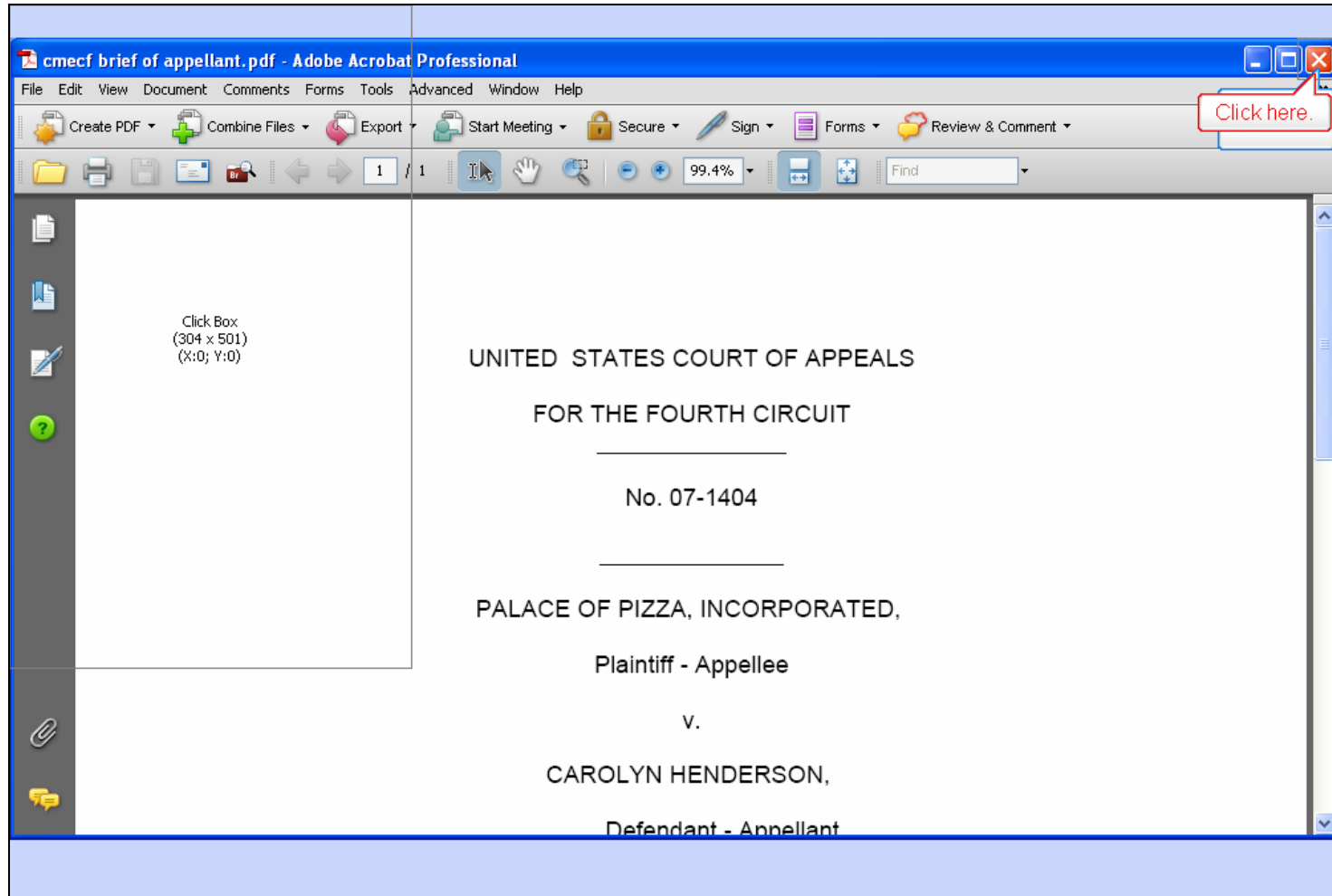
Slide 34 - Slide 34



Slide notes

(Note: This is a transitional slide.)

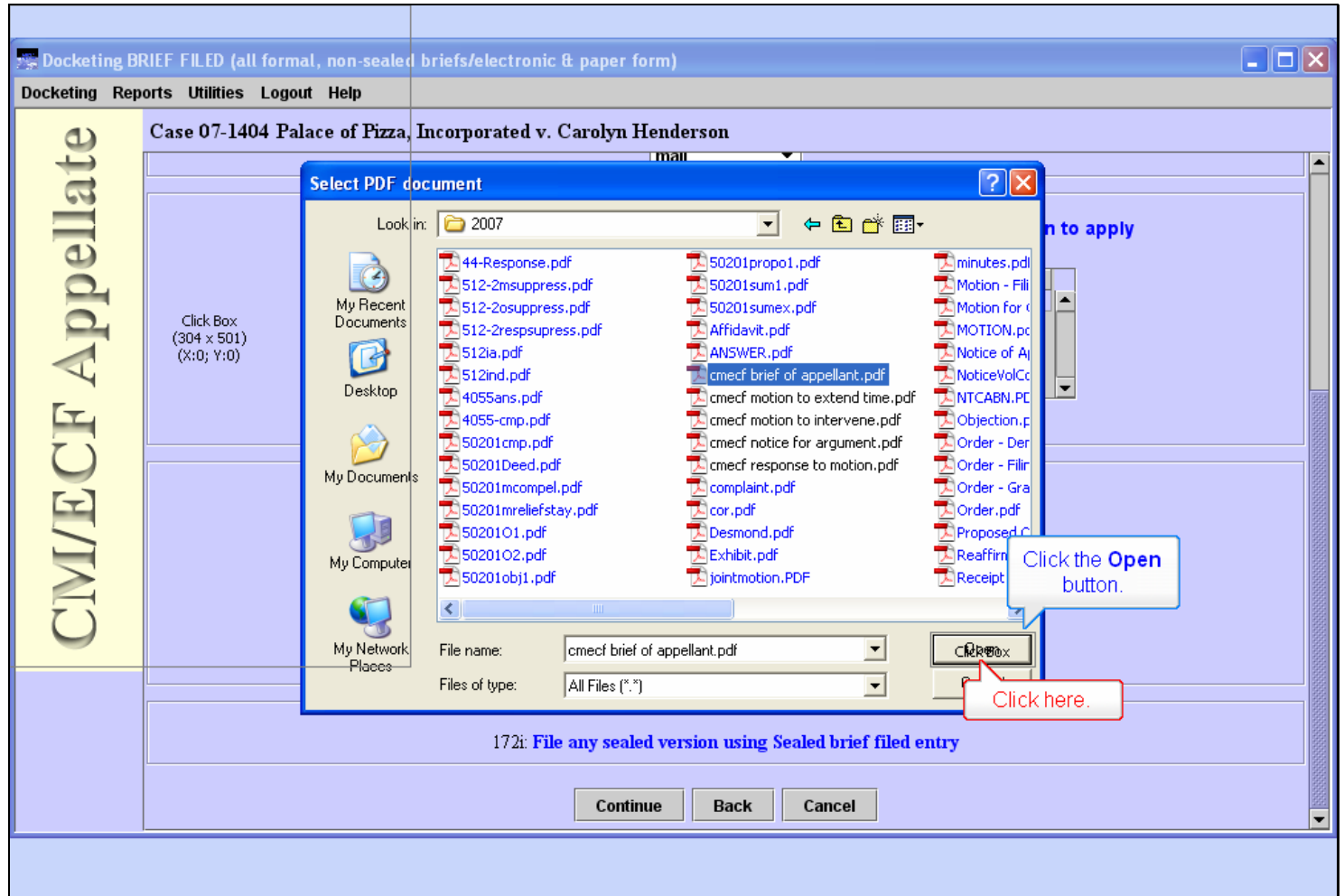
Slide 35 - Slide 35



Slide notes

And Adobe Acrobat opens the file so you can verify that it's the correct opening brief. Now that we're sure this is the right document, close the Acrobat window by clicking its close button.

Slide 36 - Slide 36



Slide notes

Now click the Open button to select this document.

Slide 37 - Slide 37

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click Box (304 x 501) (X:0; Y:0)

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

NOTE

Click the Continue button. Click here. led brief filed entry

Continue Back Cancel

CMI/ECF Appellate

Slide notes

CM/ECF fills in the path and filename of our PDF document. You could use the Add Another button to repeat the process for any other documents you wished to file with the brief.

Notice the Note at the bottom of the screen. Remember, you should read the blue text on the screens for instructions and reminders to you.

Click the Continue button.

Slide 38 - Slide 38

The screenshot shows a web-based application window titled "Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left side, there is a vertical yellow banner with the text "CMI/ECF Appellate". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson" and a dropdown menu set to "mail". Below this, there is a "Party Filer" section. A "Docket Text" dialog box is open in the center, containing the text: "BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]". The dialog box has a "Continue" button and a "Back" button. A blue callout box points to the "Continue" button with the text "Click the Continue button." and a red callout box points to the "Continue" button with the text "Click here." Below the dialog box, there is a "NOTE" section with the text "172i: File any sealed version using Sealed brief filed entry" and three buttons: "Continue", "Back", and "Cancel".

Click Box
(304 x 501)
(X:0; Y:0)

NOTE

172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

CM/ECF is building docket text for your filing. You should make sure it's accurate, then click the Continue button.

Slide 39 - Submit the Transaction

The screenshot shows a web application window titled "Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)". The window has a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". On the left, there is a vertical yellow banner with the text "CMI/ECF Appellate". The main content area displays "Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson" and a "mail" dropdown menu. Below this, it says "Party Filer" and "Please select the filer(s) below. In consolidated cases, use the All Cases button to apply". An "Event Review" dialog box is open in the center, containing a warning icon and the following text: "Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]". At the bottom of the dialog are "Submit" and "Back" buttons. A blue callout bubble points to the "Submit" button with the text "Click the Submit button." and a red callout bubble points to the "Back" button with the text "Click here.". Below the dialog, there is a "NOTE" section with the text "172i: File any sealed version using Sealed brief filed entry". At the bottom of the window are "Continue", "Back", and "Cancel" buttons.

Click Box
(304 x 501)
(X:0; Y:0)

Event Review

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [07-1404]

Click the **Submit** button.

Click here.

Submit Back

NOTE

172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

This is the point of no return. Read the text carefully to make sure all the information is correct. After you click the Submit button, you will have no further chance to back up and change anything.

We'll assume everything is correct, so click the Submit button.

Slide 40 - Slide 40

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: >MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

NOTE

172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

(Note: This is a transitional slide.)

Slide 41 - Slide 41

CM/ECF Appellate

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Click Box (304 x 501) (X:0; Y:0)

Event Docketed

The docketed transaction has been completed.

OK

Click the OK button.

Click here.

Clear All

Doc ant.pdf Browse...

Add Another

NOTE

172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

When the CM/ECF server receives your transaction, you will receive this confirmation. Click the OK button.

Slide 42 - Slide 42

Docketing BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

mail

Party Filer

Please select the filer(s) below. In consolidated cases, use the All Cases button to apply your selection to all of the consolidated cases.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Henderson, Carolyn	Appellant-Defendant	07-1404	Palace of Pizza, Inc...

Display All Parties All Cases Select All Clear All

PDF Document

Document: C:\MECF\2007\cmecf brief of appellant.pdf Browse...

Add Another

NOTE

172i: File any sealed version using Sealed brief filed entry

Continue Back Cancel

Slide notes

(Note: This is a transitional slide.)

Slide 43 - Slide 43

Docketing Please Select

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date:

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

Slide notes

(Note: This is a transitional slide.)

Slide 44 - NDA

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Done Internet

Slide notes

CM/ECF sends you a Notice of Docket Activity, or NDA. It's a good practice to save a copy of this notice. To do so, click File in your browser's menu.

Slide 45 - Slide 45

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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United States Court of Appeals for the Fourth Circuit

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]

[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Done Internet

Slide notes

(Note: This is a transitional slide.)

Slide 46 - Slide 46

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

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United States Court of Appeals for the Fourth Circuit

Filed on 10/24/2007
Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:
BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf_brief_of_appellant.pdf

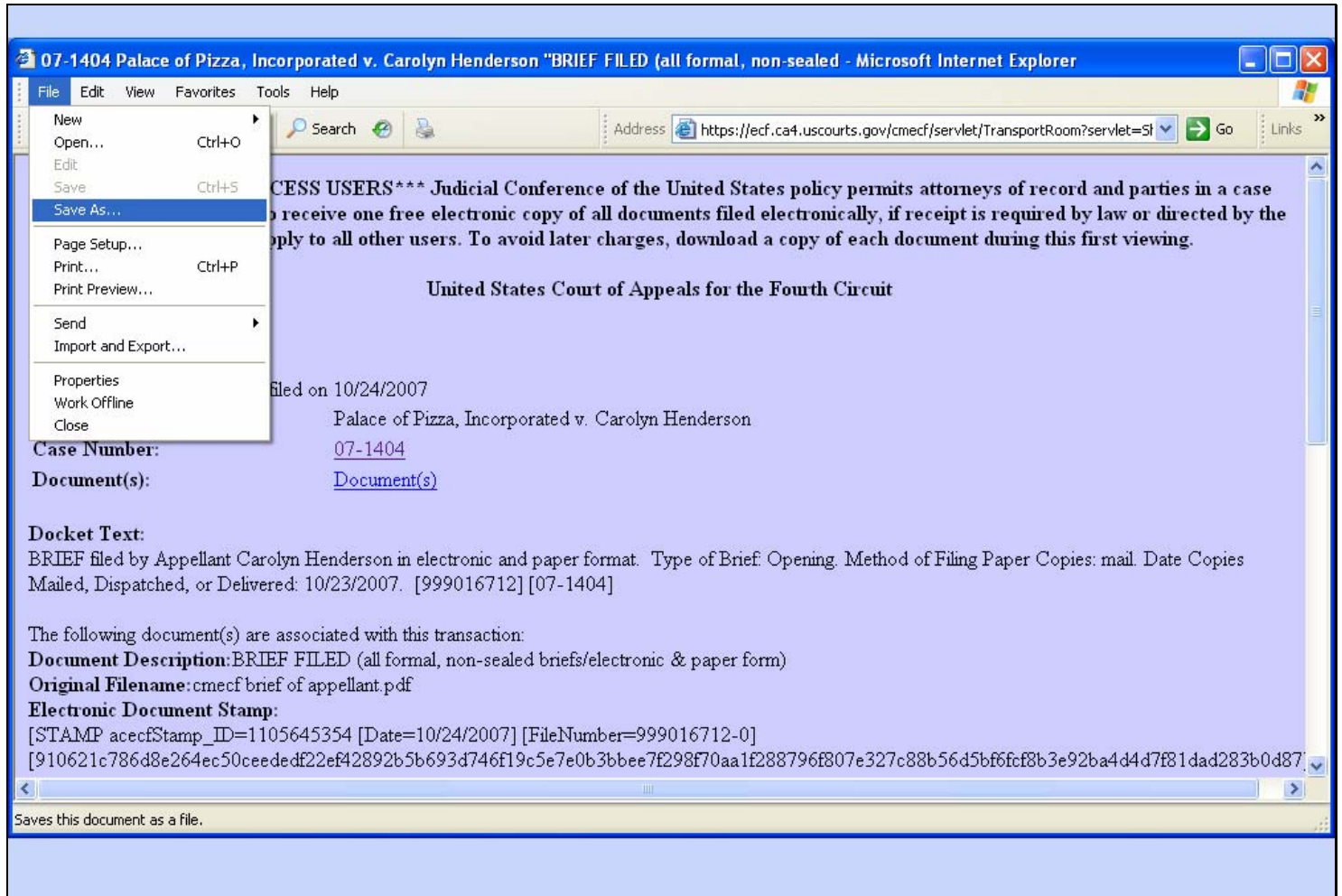
Electronic Document Stamp:
[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Contains commands for working with the selected items.

Slide notes

Now click Save As ...

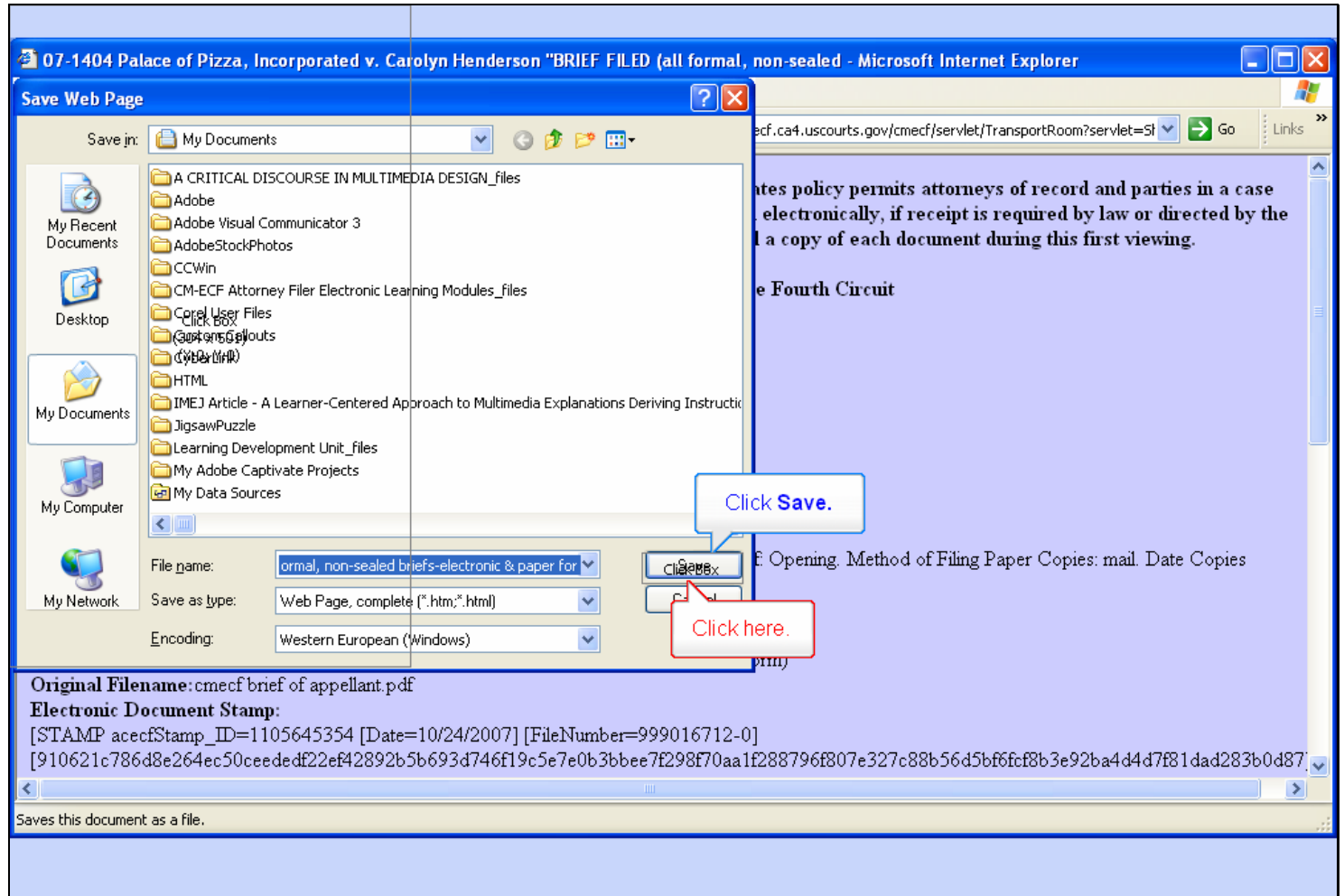
Slide 47 - Slide 47



Slide notes

(Note: This is a transitional slide.)

Slide 48 - Slide 48



Slide notes

Make note of the folder in which your NDA will be saved. You can change the location if desired, and you can change the file name also if desired. We'll leave the location and file name as they are. Click the Save button.

Slide 49 - Run Docket Report

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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United States Court of Appeals for the Fourth Circuit

Click Box (X:0; Y:0)

Notice of Docket Activity

The following transaction was filed on 10/24/2007. Click 07-1404.

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: 07-1404

Document(s): Click here.

Docket Text:

BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf_brief_of_appellant.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]

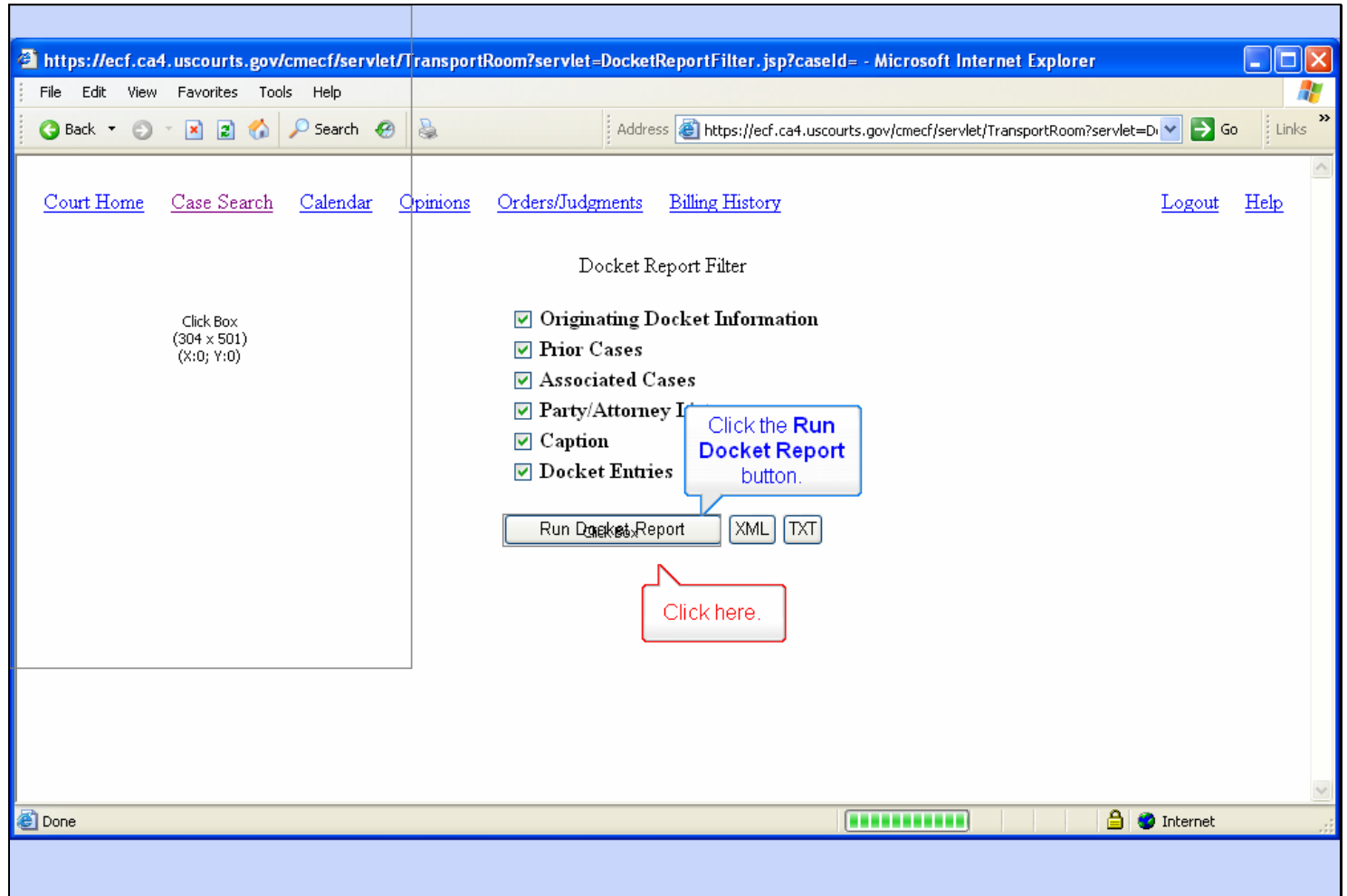
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Done Internet

Slide notes

From the NDA we can also produce a docket report for this case. To do so, click the case number hyperlink.

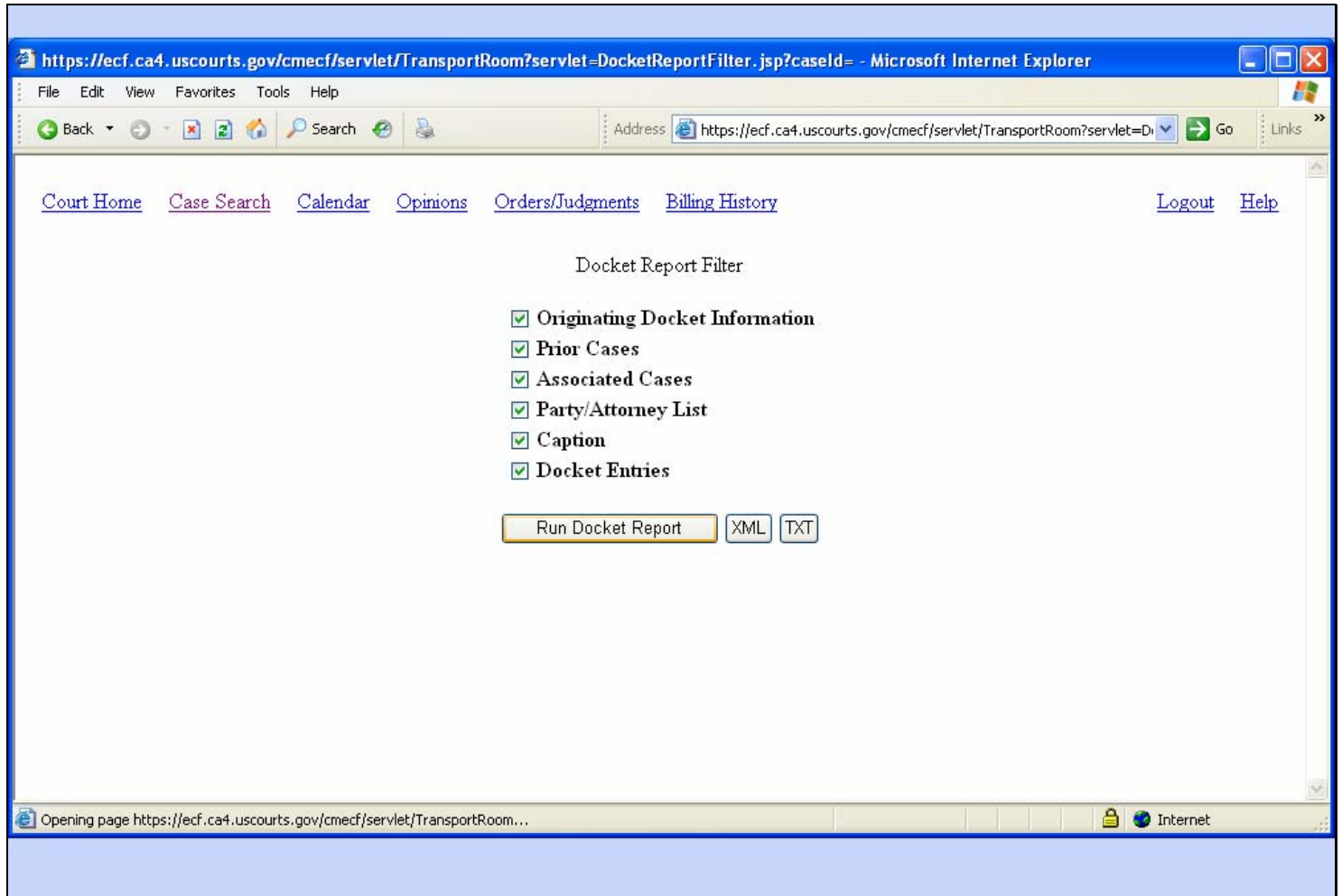
Slide 50 - Slide 50



Slide notes

CM/ECF allows you to select or de-select various parts of the docket report by clicking the appropriate check box. We'll leave all items selected. Click the Run Docket Report button.

Slide 51 - Slide 51



Slide notes

(Note: This is a transitional slide.)

Slide 52 - Slide 52

07-1404 Docket - Microsoft Internet Explorer

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[Court Home](#) [Case Search](#) [Calendar](#) [Opinions](#) [Orders/Judgments](#) [Billing History](#) [XML](#) [TXT](#) [Logout](#) [Help](#)

General Docket
United States Court of Appeals for the Fourth Circuit

Court of Appeals Docket #: 07-1404 **Docketed:** 04/19/2007

Nature of Suit: 9190 Other Contract Actions

Palace of Pizza, Incorporated v. Carolyn Henderson

Appeal From: United States District Court for the Eastern District of North Carolina at Raleigh

Case Type Information:

- 1) Civil Private
- 2) private
- 3) null

Originating Court Information:

District: 0417-5 : 4:06-cv-0056-CRT

Court Reporter: Janet Leggett, Contract Court Reporter

Court Reporter: Elizabeth Leonard, Official Court Reporter (Leave)

Presiding Judge: W. Earl Britt, Senior U. S. District Court Judge

Date Filed: 01/04/2006

Date Order/Judgment: 11/05/2006 **Date Order/Judgment EOD:** 11/05/2006 **Date NOA Filed:** 11/07/2006

Prior Cases:

Click Box: (100 x 100) (X:876; Y:299)

Type CTRL+End.

Hold down the CTRL key, then tap the End key.

Slide notes

And the docket report appears. Since docket entries are in chronological order, the brief we just filed should be the last docket entry. To jump to the end of the docket report quickly, type CTRL+End.

Slide 53 - Slide 53

07-1404

Click here.

Click the down arrow.

05/22/2007 79 ORDER filed [999001987] granting motion to extend filing time [999001986-2] Copies to all parties... Copies to all parties.

05/23/2007 80 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/23/2007 81 PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/24/2007 82 DOCKETING NOTICE issued. Initial forms due within 14 days.

10/23/2007 83 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016672] [07-1404]

10/23/2007 84 APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

10/24/2007 85 BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

PACER Service Center

Transaction Receipt

10/24/2007 10:05:28

PACER Login:	at1878	Client Code:	Henderson
Description:	Docket Report (filtered)	Search Criteria:	07-1404
Billable Pages:	6	Cost:	0.48

Slide notes

And now we're at the end of the report and we can see the docket entry for our brief. By the way, since this is a practice case some of the docket entries don't make sense.

Let's back up to the NDA. To do so, click the down arrow next to the Back button in the browser.

Slide 54 - Slide 54

07-1404 Docket - Microsoft Internet Explorer

Address: <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom>

History Ctrl+H

05/22/2007 [79](#) ORDER granting motion to extend filing time [999001986-2] Copies to all parties... Copies to all parties.

05/23/2007 [80](#) PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/23/2007 [81](#) PETITION for rehearing and rehearing en banc filed by Carolyn Henderson.

05/24/2007 [82](#) DOCKETING NOTICE issued. Initial forms due within 14 days.

10/23/2007 [83](#) APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016672] [07-1404]

10/23/2007 [84](#) APPEARANCE OF COUNSEL filed (Local Rule 46(c)) by John H. Attorney for Carolyn Henderson.[999016673] [07-1404]

10/24/2007 [85](#) BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

PACER Service Center

Transaction Receipt

10/24/2007 10:05:28

PACER Login:	at1878	Client Code:	Henderson
Description:	Docket Report (filtered)	Search Criteria:	07-1404
Billable Pages:	6	Cost:	0.48

Slide notes

From the list of pages in the browser's history, click the 07-1404 page.

Slide 55 - View Document

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

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United States Court of Appeals for the Fourth Circuit

Click Box
07-1404
(X:0; Y:0)

Notice of Docket Activity

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: 07-1404

Document(s): [Document\(s\)](#)

Docket Text:

BRIEF filed by Appellant Carolyn Henderson and paper format. Type of Brief: Opening. Method of Filing: Paper. Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf_brief_of_appellant.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]

[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

Click the Document(s) hyperlink.

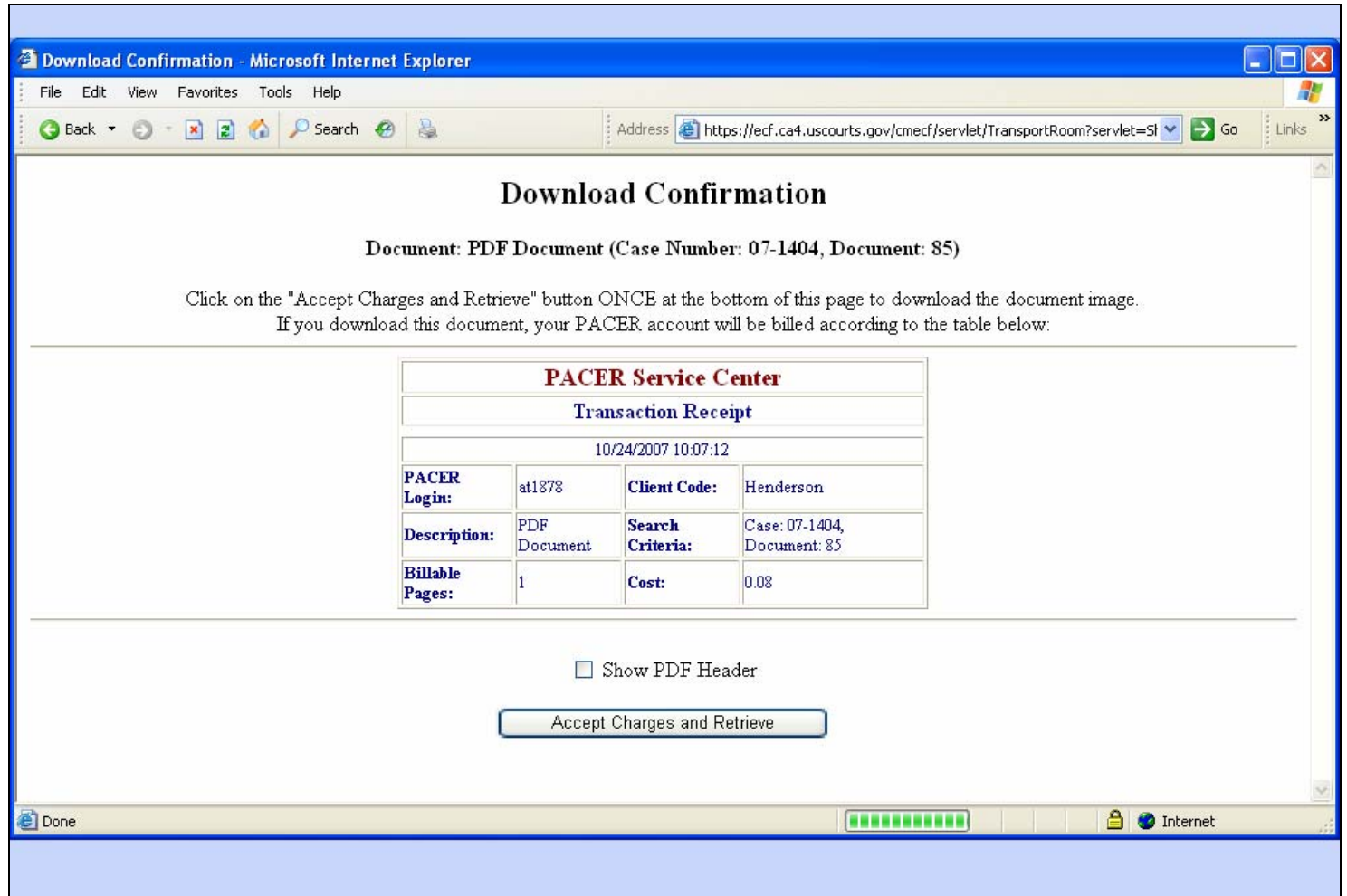
Click here.

Slide notes

And we've backed up to the NDA.

There is also a hyperlink on this page to the document or documents that were submitted with this docket entry. Click the Document(s) hyperlink.

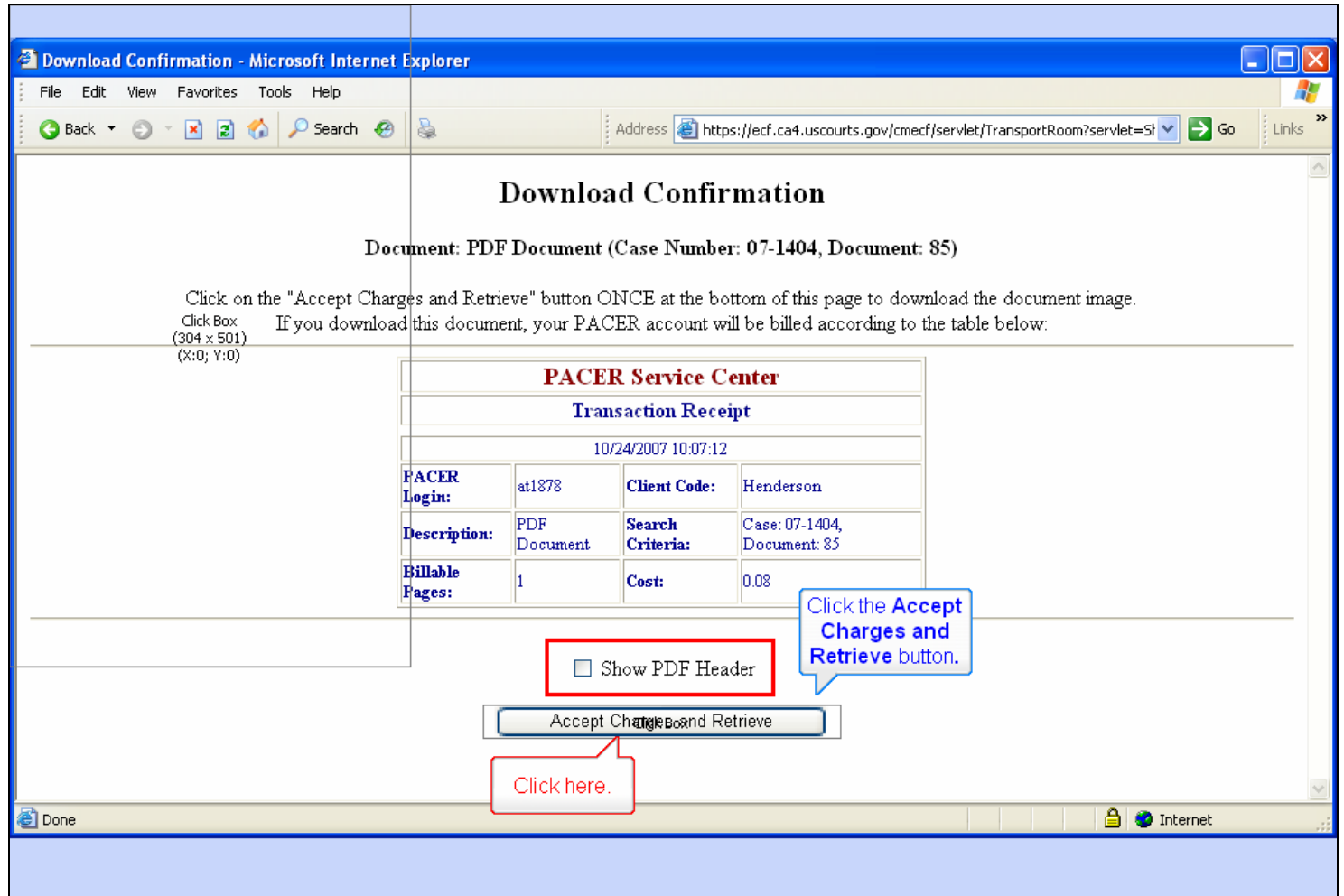
Slide 56 - Slide 56



Slide notes

(Note: This is a transitional slide.)

Slide 57 - Slide 57



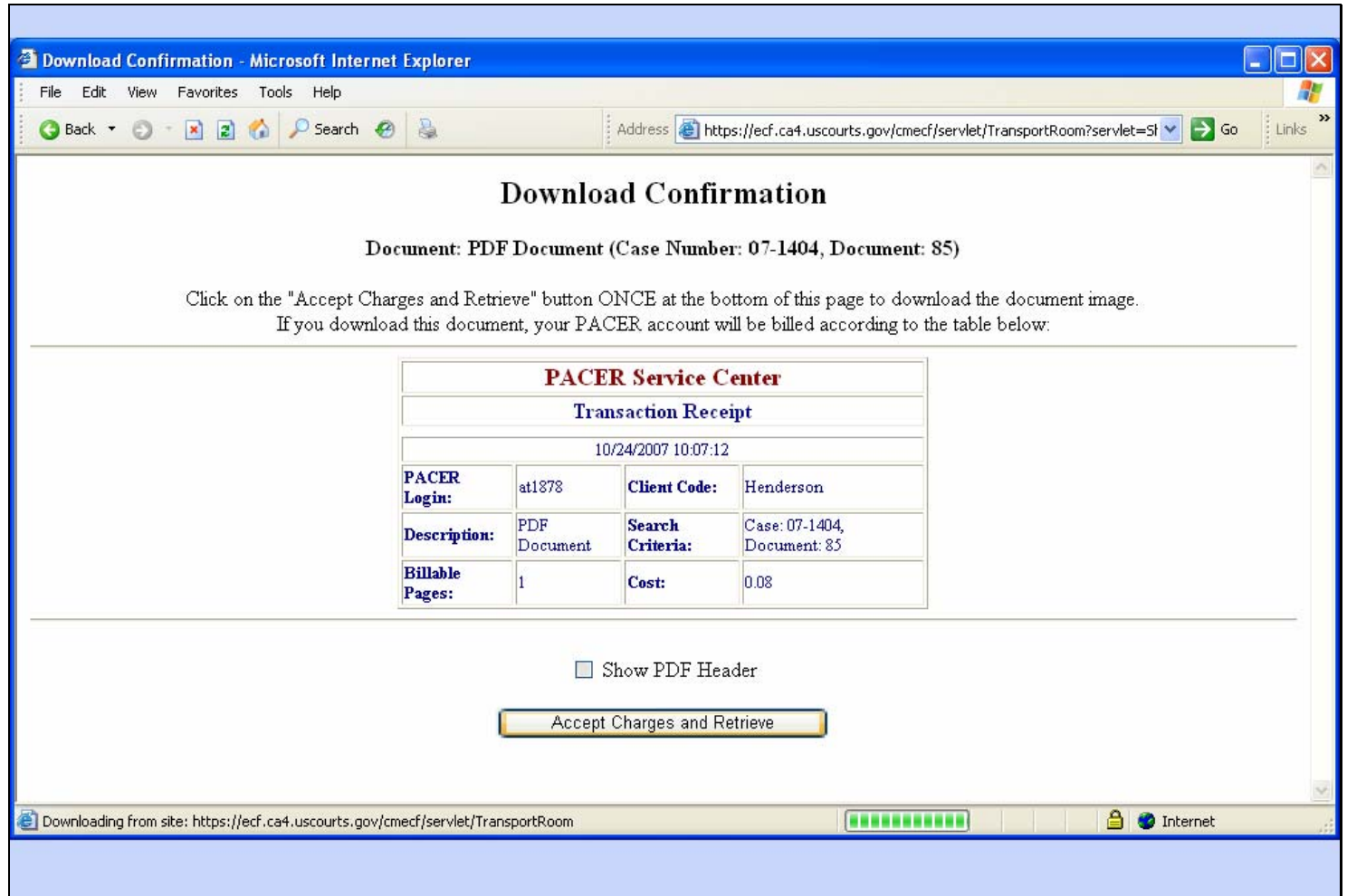
Slide notes

A Download Confirmation message is displayed. By the way, if you had submitted more than one PDF document with your filing, you would have seen a screen to select which of the documents you want to see.

CM/ECF can also show a header on each PDF document. This header will add the case number and title at the top of each page of the document.

Click the Accept Charges and Retrieve button.

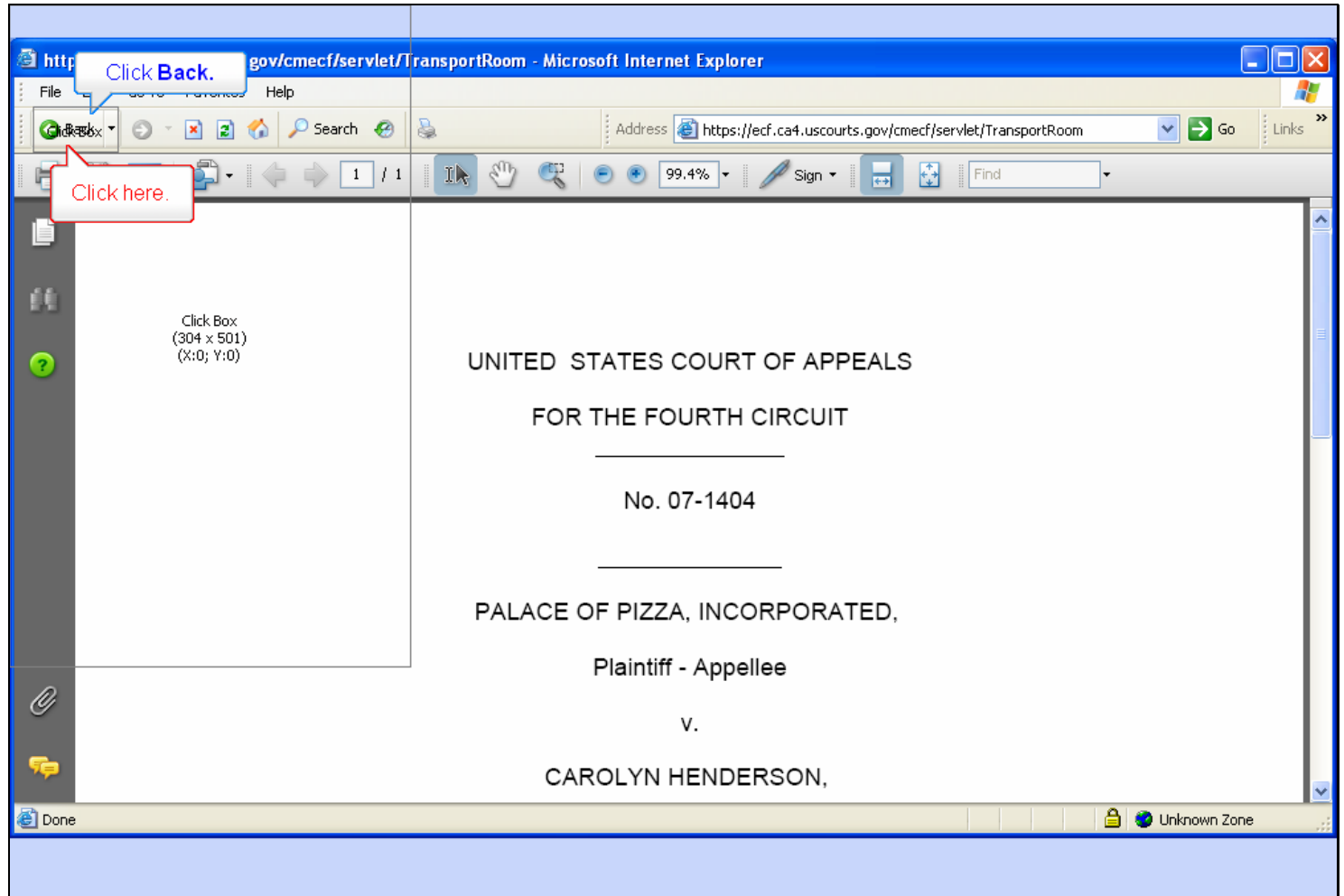
Slide 58 - Slide 58



Slide notes

(Note: This is a transitional slide.)

Slide 59 - Slide 59



Slide notes

And we can see the brief we filed. Click the browser's Back button.

Slide 60 - Slide 60

Click **Back** again.

Click here.

Download Confirmation

Document: PDF Document (Case Number: 07-1404, Document: 85)

Click on the "Accept Charges and Retrieve" button ONCE at the bottom of this page to download the document image.
Click Box (304 x 501) (X:0; Y:0)

If you download this document, your PACER account will be billed according to the table below:

PACER Service Center			
Transaction Receipt			
10/24/2007 10:07:32			
PACER Login:	at1878	Client Code:	Henderson
Description:	PDF Document	Search Criteria:	Case: 07-1404, Document: 85
Billable Pages:	1	Cost:	0.08

☐ Show PDF Header

Accept Charges and Retrieve

Slide notes

And click Back one more time.

Slide 61 - Slide 61

07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson "BRIEF FILED (all formal, non-sealed) - Microsoft Internet Explorer

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Back Forward Stop Home Search

Address <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Si> Go Links

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United States Court of Appeals for the Fourth Circuit

Click Box
Notice of Docket Activity
(X:0; Y:0)

The following transaction was filed on 10/24/2007

Case Name: Palace of Pizza, Incorporated v. Carolyn Henderson

Case Number: [07-1404](#)

Document(s): [Document\(s\)](#)

Docket Text:

BRIEF filed by Appellant Carolyn Henderson in electronic and paper format. Type of Brief: Opening. Method of Filing: Paper Copies: mail. Date Copies Mailed, Dispatched, or Delivered: 10/23/2007. [999016712] [07-1404]

The following document(s) are associated with this transaction:

Document Description: BRIEF FILED (all formal, non-sealed briefs/electronic & paper form)

Original Filename: cmecf brief of appellant.pdf

Electronic Document Stamp:

[STAMP acecfStamp_ID=1105645354 [Date=10/24/2007] [FileNumber=999016712-0]
[910621c786d8e264ec50ceededf22ef42892b5b693d746f19c5e7e0b3bbe7f298f70aa1f288796f807e327c88b56d5bf6fcf8b3e92ba4d4d7f81dad283b0d87]

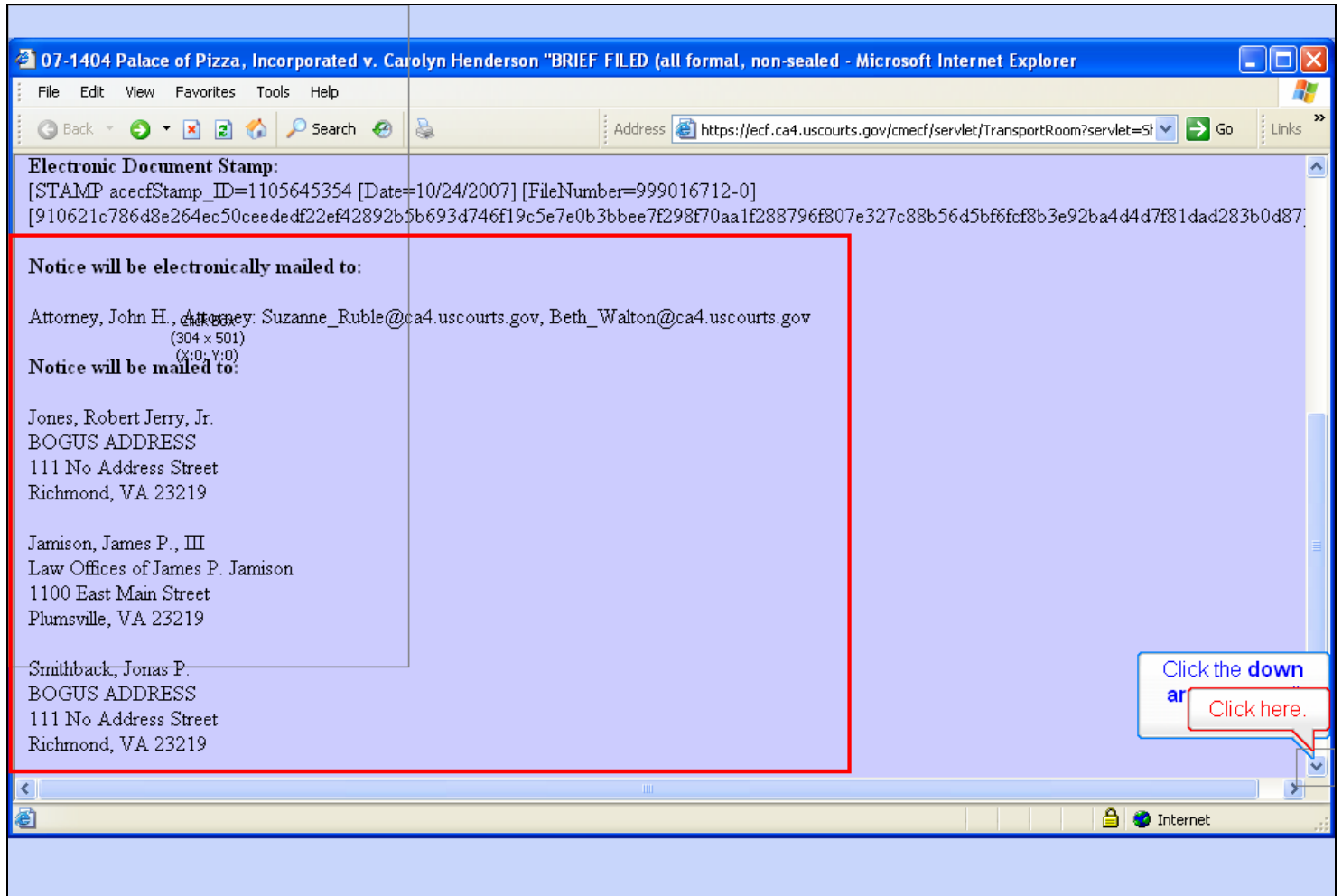
<https://ecf.ca4.uscourts.gov/docs1/00408478909> Internet

Click the down arrow to scroll
Click here.

Slide notes

And we're back to the NDA. To see the rest of the notice, click the down arrow in the scroll bar.

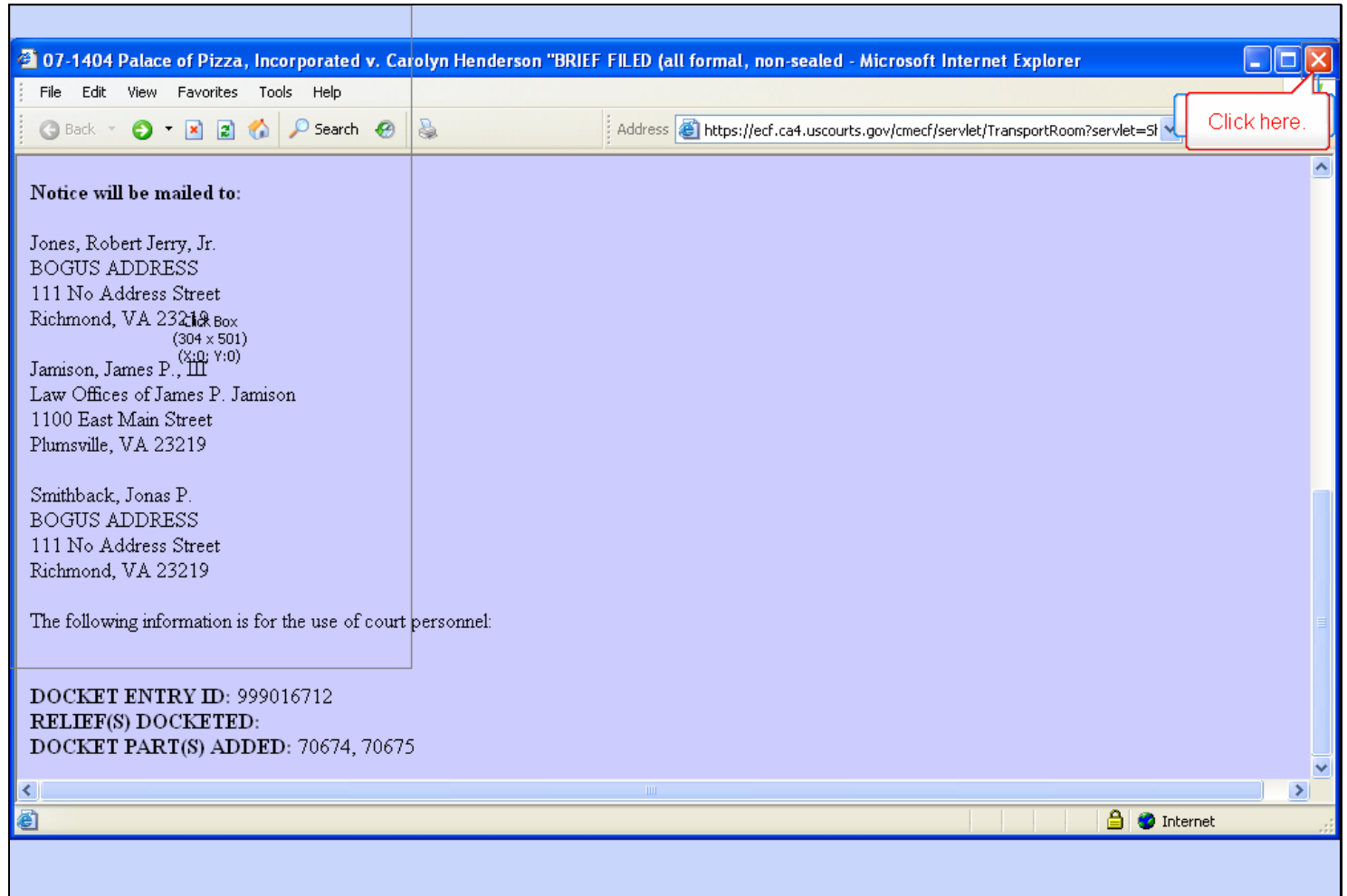
Slide 62 - Slide 62



Slide notes

Near the bottom of the notice is information about how the notice will be distributed to various people. Scroll down some more.

Slide 63 - Slide 63



Slide notes

Now that we've seen the entire notice, close the NDA by clicking its close button.

Slide 64 - Logout

Docketing Please Select

Docketing Reports Utilities **Logout** Help

Click **Logout**. Click here.

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target Case)

Slide notes

And we're back to the Event Selection screen. If you had another document to file in this case, you could do so. Or you could enter a different case number to file a document in a different case.

We'll assume you're done. Since it's important to log out when you're done, click Logout in the CM/ECF menu.

Slide 65 - Slide 65

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Incorporated v. Carolyn Henderson

Click Logout CM/ECF. Click here.

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

Now click Logout CM/ECF.

Slide 66 - Slide 66

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Logout CMI/ECF a, Incorporated v. Carolyn Henderson

Event Selection

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Appearance of counsel filed (Local Rule 46(c))
- ☐ Appearance of qualified law student filed [Local Rule 46(a)]
- ☐ Appendix designations served
- ☐ Certificate of compliance with type-volume limitations filed
- ☐ Certificate of confidentiality filed
- ☐ Certificate of service filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Slide notes

(Note: This is a transitional slide.)

Slide 67 - Slide 67

Docketing Please Select

Docketing Reports Utilities Logout Help

Case 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson

Event Selection

Case: 07-1404 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2007

Click Box (304 x 501) (X:0; Y:0)

First select category of event:

- ☒ Forms, Notices & Filing Fees
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgments
- ☐ Judgments
- ☐ Rehearing Petitions & Answers
- ☐ Bills of Cost & Objections
- ☐ Other, Sealed & Paper Filings

Next select an event:

- ☒ Please Select
- ☐ Local Rule 46(c)
- ☐ Local Rule 46(a)
- ☐ Type-volume limitations filed
- ☐ Certificate of service of Anders brief filed
- ☐ Change of address notice filed

Then check the box(es) for each additional case in which this event should be filed. Uncheck the box(es) for each case in which this event should NOT be filed. There will not be an opportunity to reselect any applied case(s) after this point.

Applied Case Selection

- ☒ 07-1404 Palace of Pizza, Incorporated v. Carolyn Henderson (Target)

Confirm Logout

Logout of CME/ECF?

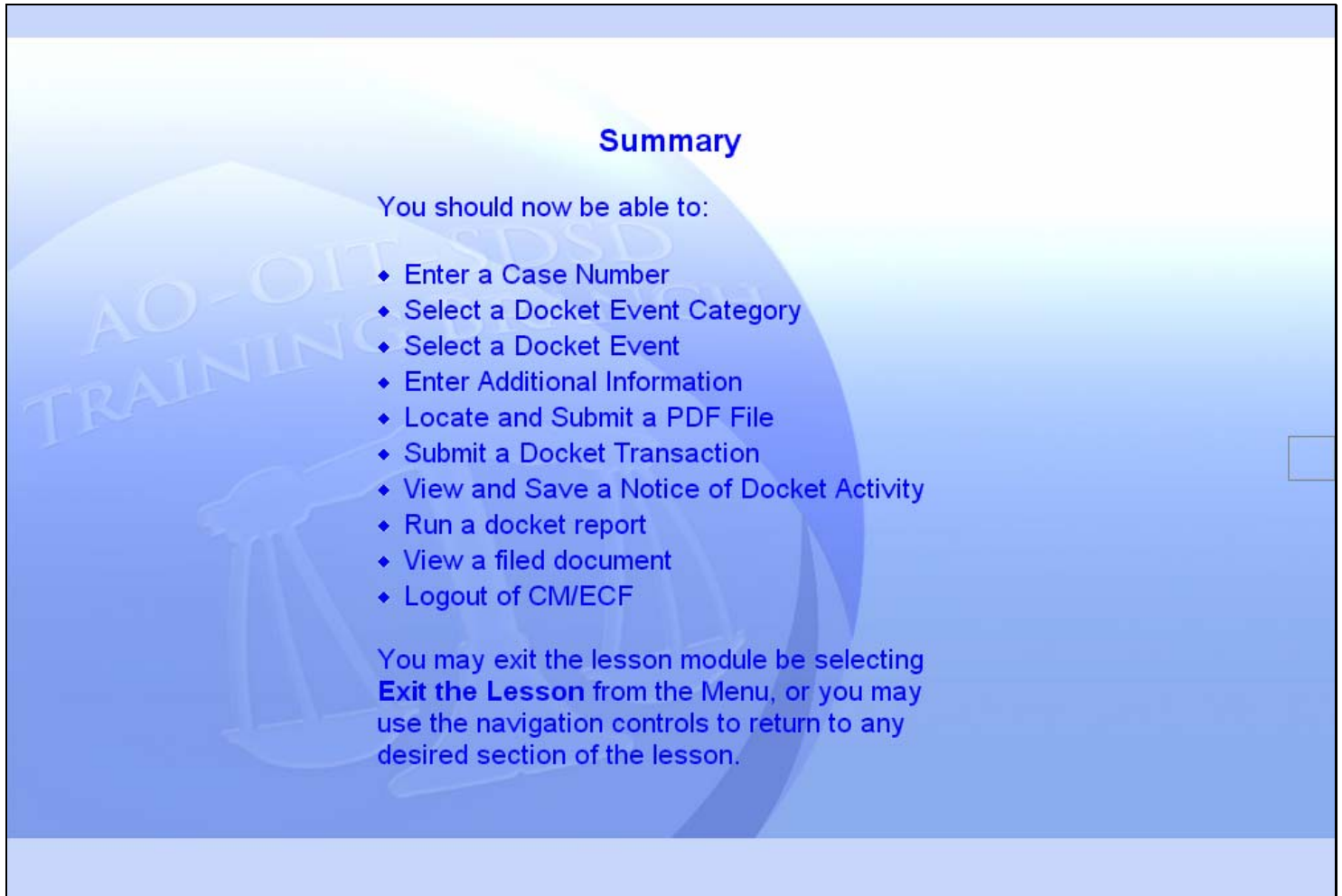
Yes No

Click Yes. Click here.

Slide notes

Confirm you want to logout by clicking the Yes button.

Slide 68 - Summary

The slide has a light blue background with a faint watermark of a scale of justice and the text "AO-OIT TRAINING". The title "Summary" is centered at the top in a bold, dark blue font. Below the title, the text "You should now be able to:" is followed by a bulleted list of ten tasks. At the bottom, a paragraph explains how to exit the lesson module.

Summary

You should now be able to:

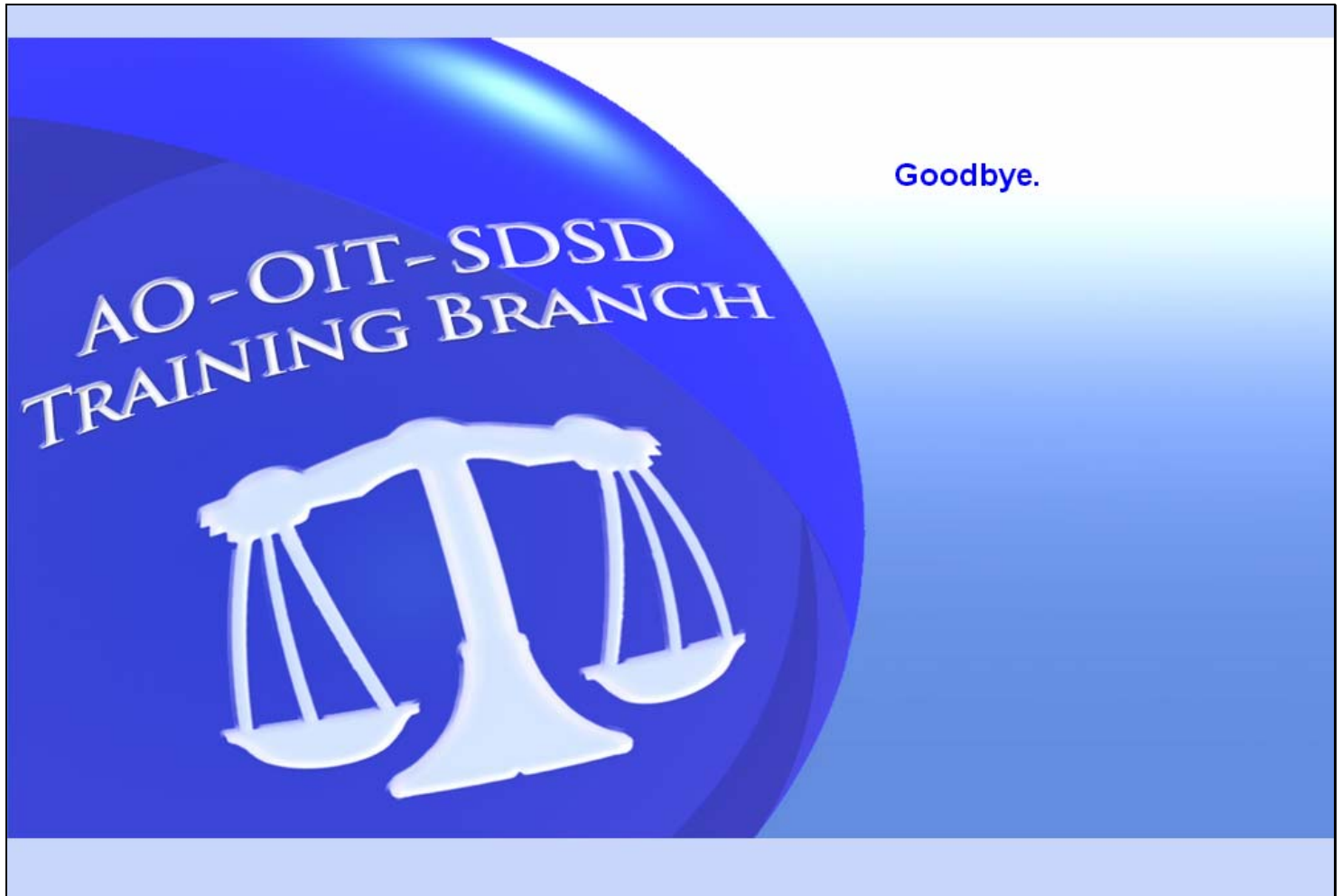
- ◆ Enter a Case Number
- ◆ Select a Docket Event Category
- ◆ Select a Docket Event
- ◆ Enter Additional Information
- ◆ Locate and Submit a PDF File
- ◆ Submit a Docket Transaction
- ◆ View and Save a Notice of Docket Activity
- ◆ Run a docket report
- ◆ View a filed document
- ◆ Logout of CM/ECF

You may exit the lesson module by selecting **Exit the Lesson** from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide notes

This concludes the lesson module. In summary, these are the things you should now be able to do. You may exit the lesson module by selecting Exit the Lesson from the Menu, or you may use the navigation controls to return to any desired section of the lesson.

Slide 69 - Exit



Slide notes

Thanks for taking the lesson. Goodbye.